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Chapter 2

Kingsoft Writer 2012

Kingsoft Writer 2012 emphasizes on the different development, in 2012 version, it completely adjusted technical line, and focus on compatibility. In the Kingsoft Writer module, we reserve the macro code, also can read and write with Microsoft each other; application of advanced technology against macro viruses, and it is compatible with Microsoft including all shapes and operating. At the same time, Kingsoft Writer 2012 also has lots of features, such as export to PDF file, enclose characters, mail merge, wordart, 3-D effects, etc., you can process text in the entertainment status, enjoy the funs that Kingsoft Writer brings.

1. The Basic Applications of Kingsoft Writer

1.1. Introduction to Kingsoft Writer

Kingsoft Writer is the most important and most used software in Kingsoft Office. It contains a number of helpful tools to allow users to easily enhance their documents. Whether a simple letter, or a lengthy manuscript, Kingsoft Writer can help users create aesthetically pleasing documents with ease.

This chapter will introduce all of the functions of Kingsoft Writer including the basic operations, and the movement and copying text.

1.2. The Basic Operations of Kingsoft Writer

1.2.1. Writing

To begin writing, simply create a new file and use the cursor to choose where on the page you wish to insert the text. The insertion point will move from left to right during the imput. If you insert the wrong words or characters, you can click **Backspace** to delete the incorrect letters. The text will automatic shift down a line when placed at the end of a line. Clicking **Enter** will begin a new paragraph. You can also insert the; date, time, special symbols, etc.

1.2.2. Moving and Copying Text or Objects

After selecting the text or object, you can execute a multitude of different operations on the selected text that includes moving it, copying it, or highlighting it. You can implement these orders using the command order, shortcut key, or mouse.

How to move or copy text or objects:

(1) Select the text or object you want to move or copy.

Choose one of these commands based on your requirements:

- If you want to move the text or object, click **cut**, and move the contents to the

clipboard.

- If you want to copy the text or object, click **copy**, and copy the contents to the clipboard.

(2) Move the insertion point to your desired location.

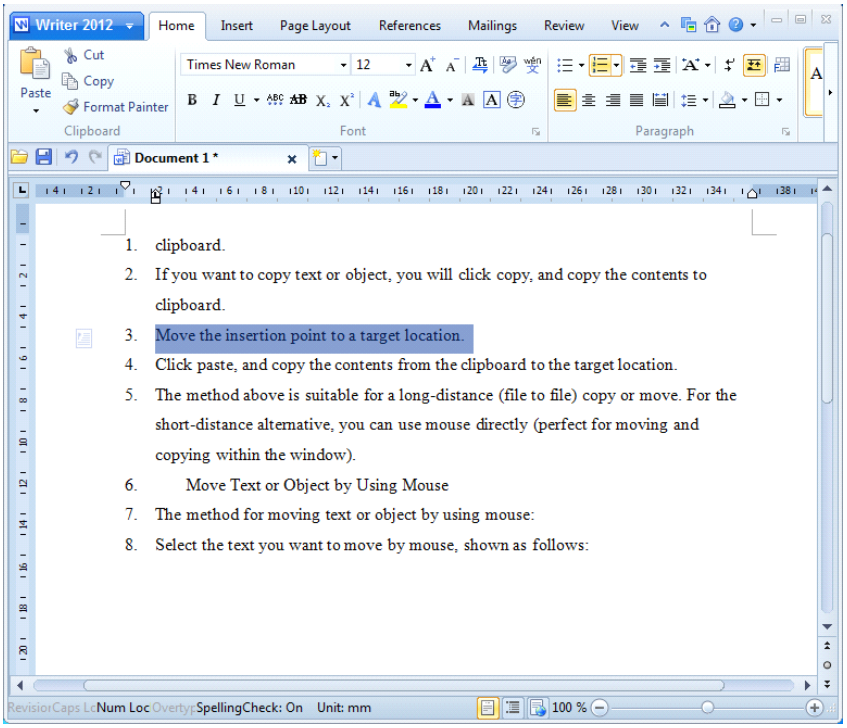
(3) Click paste.

This method is suitable for a long-distance (file to file) copy or move. For the short-distance alternative, you can use the mouse directly (this is perfect for moving and copying within the window).

1.2.2.1. Moving Text or Objects Using the Mouse

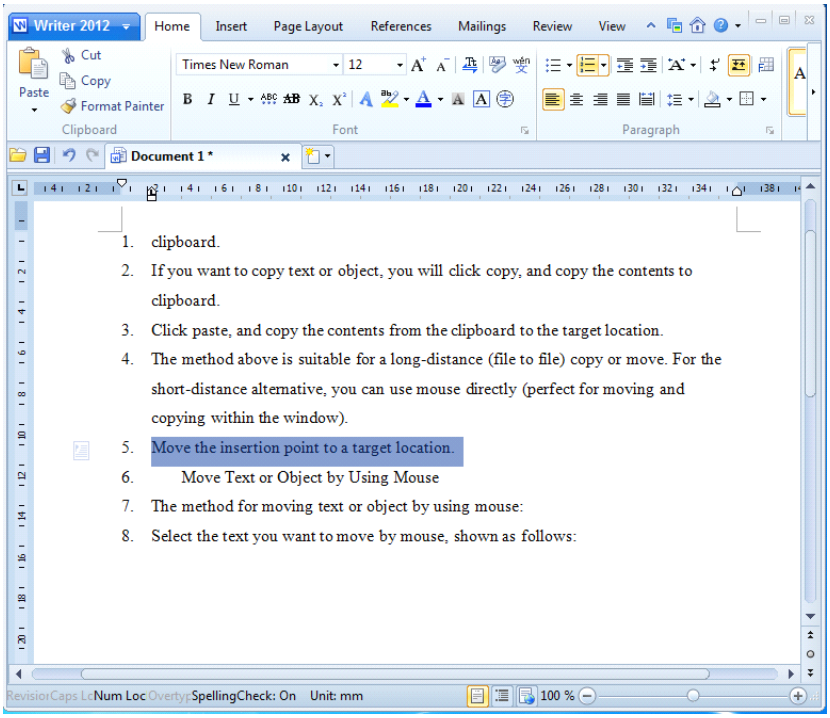
To move text or objects using the mouse:

(1) Using the mouse, highlight the text you want to move, shown as follows:


Writer 2012
Home
Insert
Page Layout
References
Mailings
Review
View
Cut
Copy
Format Painter
Paste
Clipboard
Times New Roman
12
Font
Paragraph
Document 1 *
1. clipboard.
2. If you want to copy text or object, you will click copy, and copy the contents to clipboard.
3. Move the insertion point to a target location.
4. Click paste, and copy the contents from the clipboard to the target location.
5. The method above is suitable for a long-distance (file to file) copy or move. For the short-distance alternative, you can use mouse directly (perfect for moving and copying within the window).
6. Move Text or Object by Using Mouse
7. The method for moving text or object by using mouse:
8. Select the text you want to move by mouse, shown as follows:
Num Loc
SpellingCheck: On
Unit: mm
100 %

1.2—1 Selecting text using the mouse

(2) Move the selected content to a new location and release the mouse:


Writer 2012
Home
Insert
Page Layout
References
Mailings
Review
View
Cut
Copy
Format Painter
Paste
Times New Roman
12
Clipboard
Font
Paragraph
Document 1 *
1. clipboard.
2. If you want to copy text or object, you will click copy, and copy the contents to clipboard.
3. Click paste, and copy the contents from the clipboard to the target location.
4. The method above is suitable for a long-distance (file to file) copy or move. For the short-distance alternative, you can use mouse directly (perfect for moving and copying within the window).
5. Move the insertion point to a target location.
6. Move Text or Object by Using Mouse
7. The method for moving text or object by using mouse:
8. Select the text you want to move by mouse, shown as follows:
Num Loc
SpellingCheck: On
Unit: mm
100 %

1.2—2 Moving text using the mouse

1.2.2.2. Copying Text or an Object Using the Mouse

To copy text or objects using the mouse employ the same method as before, press **Ctrl** before you release the mouse.

1.2.3. Deleting Text or Objects

To delete the selected content simply:

- Press **Delete** on the keyboard
- Execute the **Cut** operation

1.2.4. Undoing and Redoing

Kingsoft Writer offers **Undo and Redo** functions that allow you to reverse recent actions. To use this function (choose one of them):

- In the **Quick Access** toolbar, click the **Undo** button.
- Press **<Ctrl+Z>**.

To Undo something many times, simply repeat the procedures above.

After executing the **Undo** function, if you want to reverse your decision, you can use **the Redo** function, The methods are as follows (choose one of them):

- In the **Fast Access** toolbar, click the **Redo** button.
- Press **<Ctrl+Y>** shortcut key.

1.2.5. Selecting Text and Objects

In Kingsoft Writer, you can select text using the mouse, keyboard, or a combination of the two., However, if you select an object you can only use the mouse, or a combination of the two.

1.2.5.1. Selecting Text

The method for selecting text varies based upon the amount of text that it is attempting to be selected. The methods are as follows:

- To select a sentence or a word: double click using the mouse on the sentence or word you wish to select.
- To select a line: place the cursor to the left of text, when the pointer changes to an arrowhead, click.
- To select several lines: place the cursor to the left of the text, click, and drag the cursor to the end of the last line you wish to select, then release the mouse.
- To select a paragraph: double click to the left of the text that you want to select.
- To select any size of text: place the cursor at the beginning, and click and drag the cursor to the end of the desired passage, then release.

When you wish to select the entire text either press **<Ctrl+A>** or go to the Editing section of the **Home** tab and choose **Select All** in the S**elect** tab. Furthermore, when the cursor is at the beginning or the end of the desired passage, press **<shift+ctrl+end>** or **<shift+ctrl+home>** and you can select all the text.

If you wish to cancel selecting choose any one of the following options:

- Press **Esc** on the keyboard.
- Click using the mouse in any location of the file.
- Move the cursor using the keyboard.

Below is a table outlining the keyboard-based methods for selecting text:

Keyboard Control	Effect

Shift＋↑	Select a row above
Shift＋↓	Select a row below
Shift＋←	Select a character to the left
Shift＋→	Select a character to the right
Ctrl＋Shift＋←	Select everything up to the end of the last word or sentence
Ctrl＋Shift＋→	Select everything up to the end of the next word or sentence
Ctrl＋Shift＋↑	Select everything up to the beginning of the paragraph
Ctrl＋Shift＋↓	Select everything up to the end of the paragraph
Shift＋Home	Select everything up to the beginning of the line
Shift＋End	Select everything up to the end of line
Shift＋PageUp	Select everything up to the last screen
Shift＋PageDn	Select everything up to the next screen
Ctrl＋Shift＋Home	Select everything up to the beginning of the file
Ctrl＋Shift＋End	Select everything up to the end of the file
Ctrl＋A	Select the entire file

Table 1.2- 1 Table explaining the keyboard instructions for text selection

1.2.5.2. Select ing an Object

There are numerous different methods to select an object. The difference between editing and selecting; the former has the cursor flashing on the screen, suggesting that the character can be entered at the cursor; while the latter has no cursor, the

replacement for the selected object will appear at the zoom point. This is shown in figure 1.2-3.

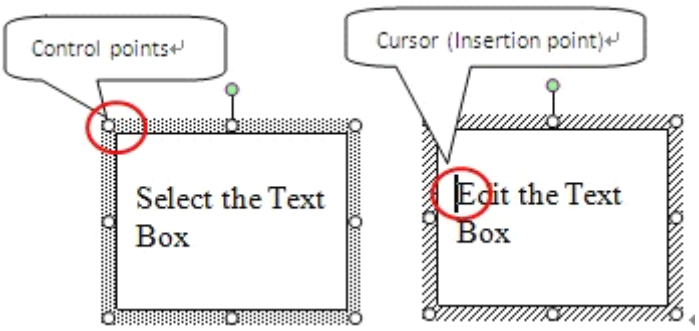


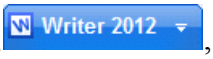
Figure 1.2—3 Selecting and editing an object (text)

To select an object simply:

- Click the object that you want to select.
- If you want to select several objects, press **Shift and** click on every object you wish to select.
- If you want to cancel the selection of an object you can;
  - Press **Esc**
  - Use the mouse to click outside the selected area
  - When several objects are selected, you can cancel the selection of some of them by holding the **shift** key and clicking on those objects you wish to de-select.

1.2.6. Paste Text Smart Labels

Kingsoft Office provides paste formatting options, you can paste the contents of the default format settings to facilitate operating. The method is as follows:

(1) Using the **Application** menu in the top left hand corner, 

, click the **Options** dialog box in the bottom right.

(2) In the **Edit** tab, in the **Cut and Paste Options,** you can choose default paste method in the **Default Paste Format section**. See below:

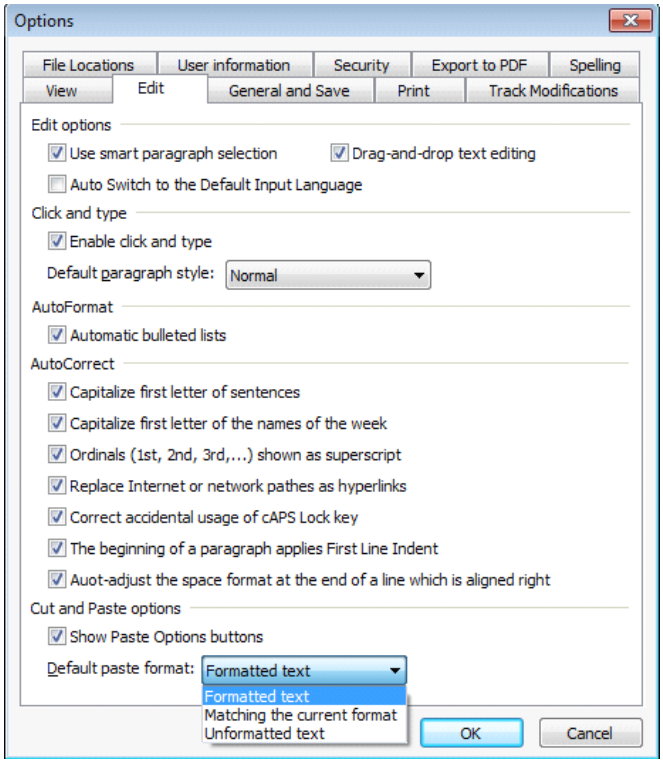


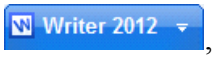
Figure 1.2—4 The cut and Paste options

Kingsoft Writer offers three ways to paste; formatted text, matching the current format, unformatted text.

- When you select **Formatted Text,** is that when you presses **<Ctrl + V>** key combination, by default, paste content by "the source text format"
- When the user selects the **Match the Current Format,** is that when the user presses **<Ctrl+V>** key combination, by default, paste content by "the current cursor position in text format".
- When the user selects the **PlainText**, it indicates that when the user presses **<Ctrl + V>** key combination, by default, paste the contents by the **Plain Text .**

1.2.7. Setting White Text on a Blue Background

Kingsoft Writer offers a white and blue display style. To set this up simply follow these instructions:

(1) Using the **Application** menu in the top left corner of the screen, 

, select the **Options** dialog box in the bottom right.

(2) In the **General and Save** tab, in the **General Options** group, choose the **Blue**

Background, White Text check box:

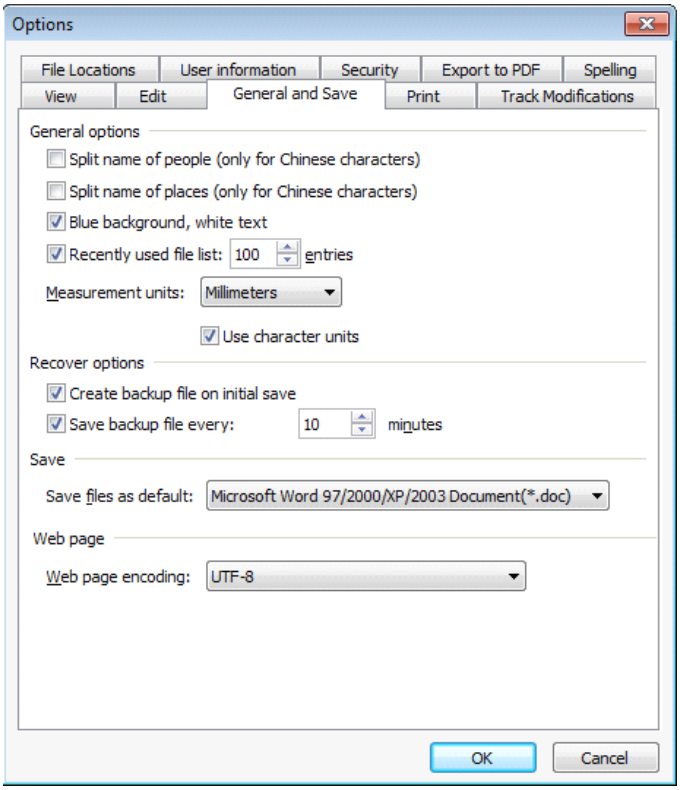


Figure 1.2—5 Setting White Text on a Blue Background

(3) Click the **OK** button. The effect should look like this:

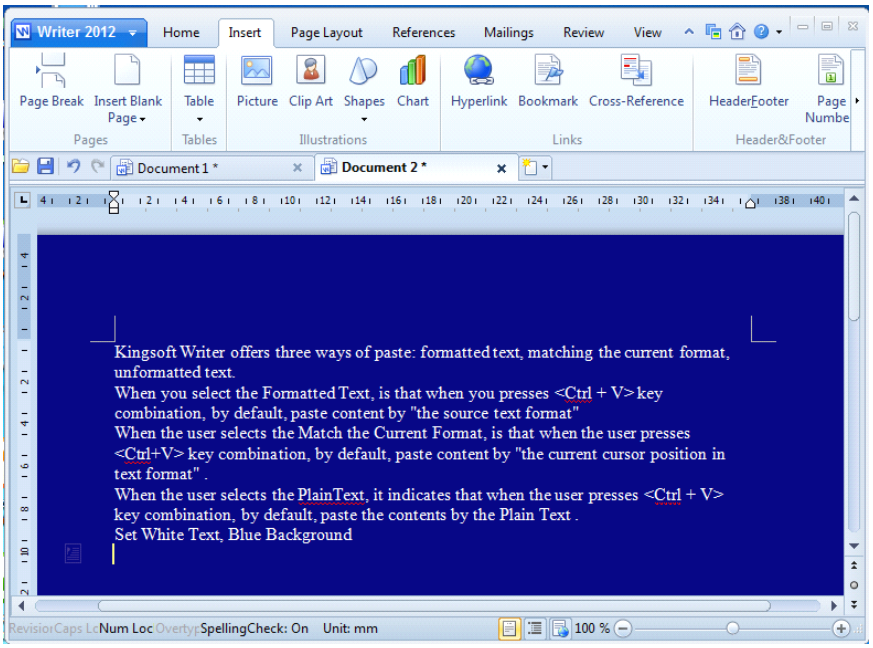

Writer 2012
Home
Insert
Page Layout
References
Mailings
Review
View
Page Break
Insert Blank Page
Table
Picture
Clip Art
Shapes
Chart
Hyperlink
Bookmark
Cross-Reference
HeaderFooter
Pages
Tables
Illustrations
Links
Header&Footer
Document 1 *
Document 2 *
Kingsoft Writer offers three ways of paste: formatted text, matching the current format, unformatted text.
When you select the Formatted Text, is that when you presses <Ctrl + V> key combination, by default, paste content by "the source text format"
When the user selects the Match the Current Format, is that when the user presses <Ctrl+V> key combination, by default, paste content by "the current cursor position in text format" .
When the user selects the PlainText, it indicates that when the user presses <Ctrl + V> key combination, by default, paste the contents by the Plain Text .
Set White Text, Blue Background
Num Loc
SpellingCheck: On
Unit: mm
100 %

Figure 1.2—6 White Text on a Blue Background

1.2.8 Automatic Capitalization at the Beginning of a Sentence

If you enter the text in English via Kingsoft Writer it will automatically change the first lowercase letter at the beginning of the sentence into an uppercase letter, in order to adapt to English languages rules. If you do not want this to happen, you can open **Edit** in the **Options** dialog box, and choose the C**apitalize first letter of the names of the week** check box.

1 The Home Tab

1.1 Clipboard

After selecting text or an object, you can execute different operations, such as move, copy, delete, etc. You can complete these commands using the command order, shortcut key, or mouse.

1.1.1 The Paste Function

To paste a selection of text or an object:

(1) Open the **Clipboard** in the **Home** tab, and click **Paste**. Shown as follows:

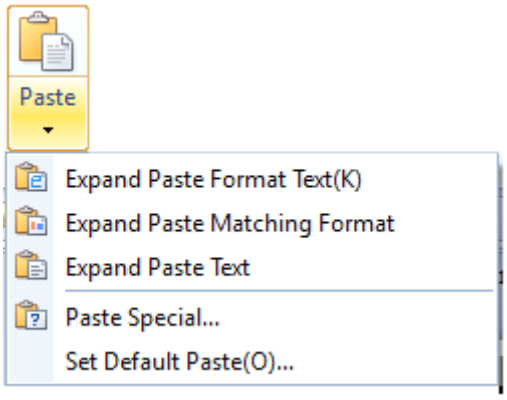


Figure 1.1—1 The paste options

(2) Kingoft Writer offers four paste formats:

- **Formatted text**: paste by "the source text format"
- **Match the current format**: paste contents by "the current cursor position in text format"
- **Plain text:** paste contents by "plain text format"
- **Special paste:** you can select the paste format based on your requirements, for example, clear format, object conversion, etc.

(3) Press **<Ctrl+V>.**

(4) Right-click and select **Paste** on the opened shortcut menu.

You also can set a default paste format based on your preferences. To do this;

(1) Open the **Paste** drop-down menu and choose **Set Default Paste.**

(2) Select **Edit** in the opened **Options** dialog box, and find **Default Paste Format.** You can then choose one of the **Formatted Text**, **Match the Current Format** or **Plain text** options.

1.1.2 The Cut Function

To cut text, or an object, follow these simple procedures:

(1) Open the **Clipboard** in the **Home** tab and click **Cut.**

(2) Press **<Ctrl+X>**.

(3) Click the right mouse button and select **Cut** on the opened shortcut menu.

1.1.3 The Copy Function

In order to copy something:

(1) Open the **Clipboard** in the **Home** tab and click **Copy.**

(2) Press **<Ctrl+C>**.

(3) Click the right mouse button and select **Copy** on the opened shortcut menu.

1.1.4 Format Painter

In order to use format paint simply:

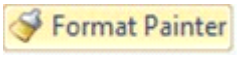
(1) Place the cursor on the text or object that you want to copy the format of.

(2) Open the **Clipboard** in the **Home** tab and click **Format Painter**

.

(3) The cursor will change into the format painter shape.

(4) Move the cursor to the text or paragraph that you wish to change the format of, and select it.

Tip: If need to use format painter continuously, you can double click the **Format Painter** button 

.

1.2 Setting the Font Format

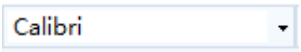
1.2.1 Setting Font, Font size, and Font Name for a Character

Kingsoft Writer offers a number of fonts, font size, and different formats for characters. When you need to change the appearance of certain words, first select these words, then set the font that you prefer.

1.2.1.1 Setting the Font

Follow these steps to set the font:

(1) Select the word that you want to change.

(2) In the **Home** tab, in the **Font** group, choose **Font Name** 

then choose the appropriate font from the pull-down menu:

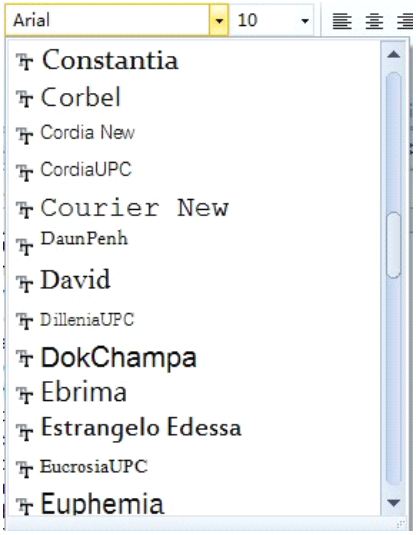
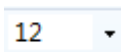


Figure 1.2—1 Setting the Font

1.2.1.2 Setting the Font Size

In order to alter the font size:

(1) Select the words for which you wish to change their font size.

(2) In the **Home** tab, in the **Font** group, choose **Font size** 

, then choose the appropriate font size from the pull-down menu. You also can select any number between 1 and 638 in the **Font size** pull-down menu.

In addition, you can, in the **Home** tab, in the **Font** group, click the

button and

button to increase and decrease the font size.

1.2.1.3 Setting the Font Style

The button toggles the boldness of the selected text.

The button toggles whether the selected text is italicised or not.

The button. Toggle whether the selected text is underlined or not.

The button is used to alter the color of the text. Click the icon to unlock a menu revealing available colors. Click on the preferred one..

The button is used to highlight text.

1.2.2 Altering the Case

To alter the case you need to:

(1) Select the word that you want to change.

(2) Go to the **Home** tab, in the **Font** group, and click **Change Case** . This will open the **Convert Case** dialog box, as shown below:

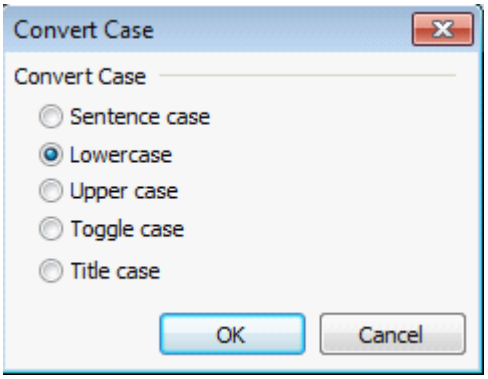


Figure 1.2—2 Altering the Case

(3) Select the style that you prefer.

(4) Click the **OK** button.

1.2.3 Clearing Formatting

To clear formatting:

(1) Select the word that you want to clear.

(2) In the **Home** tab, select the **Font** group and click Clear Formatting . This will clear all pattern and formatting for the text that you have selected.

1.2.4 Character Shading

In order to shade characters simply:

(1) Select the applicable character.

(2) In the **Home** tab, select the **Font** group and click **Character Shading** . You can then add shading to the selected character.

1.2.5 Enclosing Characters

To enclose a character:

(1) Select the character that you want to enclose.

- For a Chinese character, full-width symbol, number, or letter, you must only select one character at a time.
- For a half-width symbol, number, or letter, you can select at least two characters at a time.

(2) In the **Home** tab, select the **Font** group and click **Enclose Characters.** Open the **Enclose Characters** dialog box, as shown below:

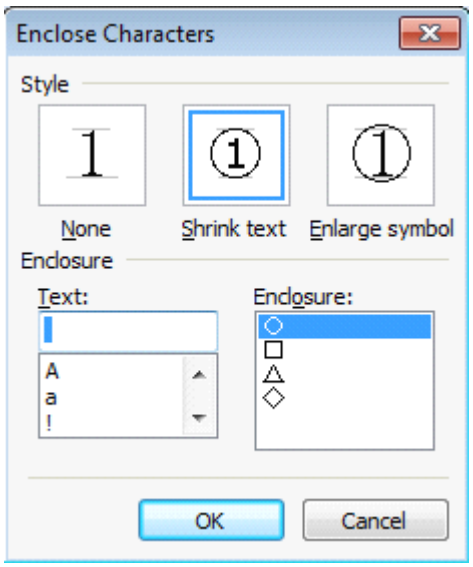


Figure 1.2—3 Enclosing Characters

(3) Select the appropriate style and click the **OK** button. you can set enclose characters to characters.

For example, to modify the text "WPS ®.", is the ®. as "WPS" on the mark, the steps are as follows:

(1) Type in "WPS" and insert the brand symbol. Enter and select "R", then choose the **Font** option from the **Home** tab and click **enclose characters.** Choose the **shrink text** option and click the **OK** button.

(2) Select the edited symbol ®.

(3) In the **Font** group, click **Old Tools** using the right mouse button. Open the **Font** tab in the **Font** dialog box.

(4) Select the **Effect** group and choose the **Superscript** check box.

(5) Click the **OK** button to finish the process.

1.2.6 Setting Character Spacing

In the **Home** tab, select the **Font** group and click **Old Tools** using the right mouse button. This should open the **Font** dialog box as shown below:

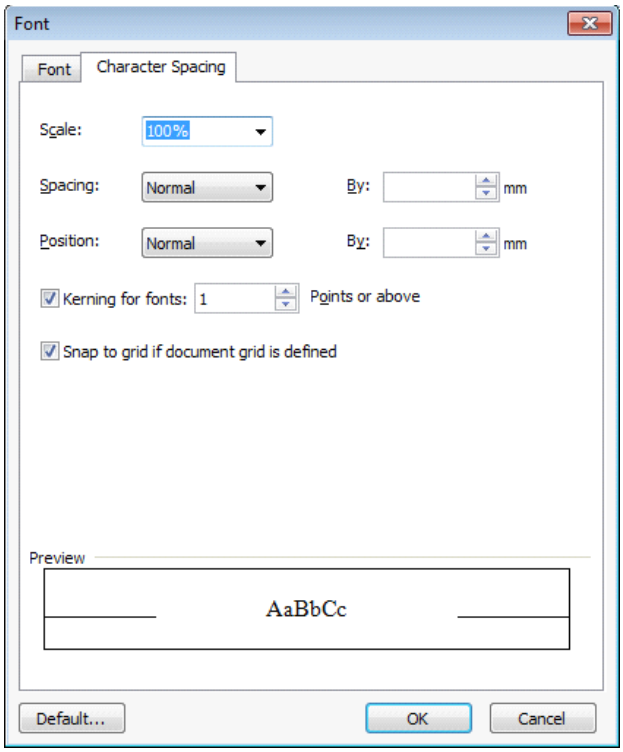


Figure 1.2—4 Setting character spacing

In the **Character Spacing** menu, you can adjust the **Scale, Spacing**, and **Position** of a character.

1.3. Paragraphs

1.3.1. Bullets and Numbering

Kingsoft Writer comes with a vast array of bullet and numbering options which can be used to organize and present information clearly.

1.3.1.1. Inserting Bullet Points and Numbers

The steps needed to add bullets and numbering to a document are as follows:

(1) In the **Home** tab, select the **Paragraph** group and click the bullet point icon next to the drop-down arrow. This will open the bullet point option menu shown below:

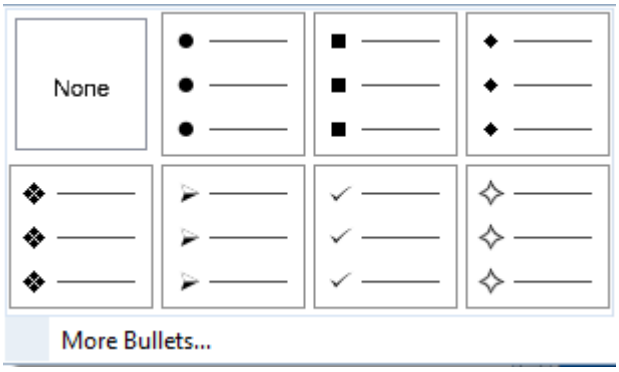


Figure 1.3—1 The bullet point option menu

(2) You can choose one of the bullet point varieties from the list, or alternatively you can choose the **Customize** option**,** open the **Bullets and Numbering** dialog box, and choose either the **Bulleted** or **Numbered** tab:

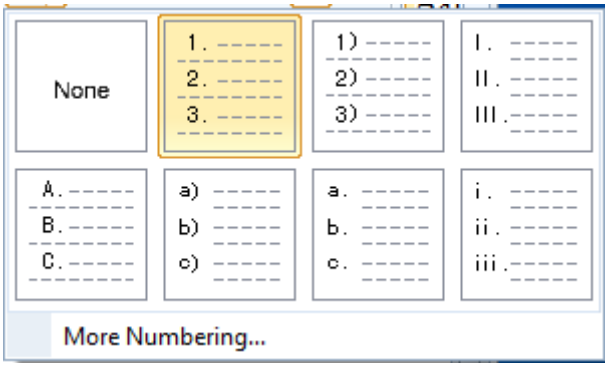


Figure 1.3—2 The Bulleted or Numbered tab

(3) Insert the bullet or number.

(4) Press the **Enter** key. Kingsoft Writer will automatically insert the next bullet point or number.

Tips:

To stop the automatic insertion of further bullets or numbers into a list you can either use the **Backspace** key to delete the last bullet or number in the list, or press **Enter** twice.

1.3.1.2. Adding Bullet Points to Existing Text

In order to add bullet points to pre-existing text you need to:

(1) Select the appropriate passage.

(2) Click the bullet point icon next to the drop-down arrow in the **Paragraph** section of the **Home** tab and choose the bullet point variety that you like. If there are no suitable bullet varieties, select **Customize,** and open the **Bullets and numbering** dialog box.

(3) The default option for bullet points in the menu is **None** and the **Customize** button in the botton right is grey and unavailable. Change this by choosing any bullet point vareity and clicking the **Customize** button. This will open the **Customize Bulleted List** dialog box, as shown below:

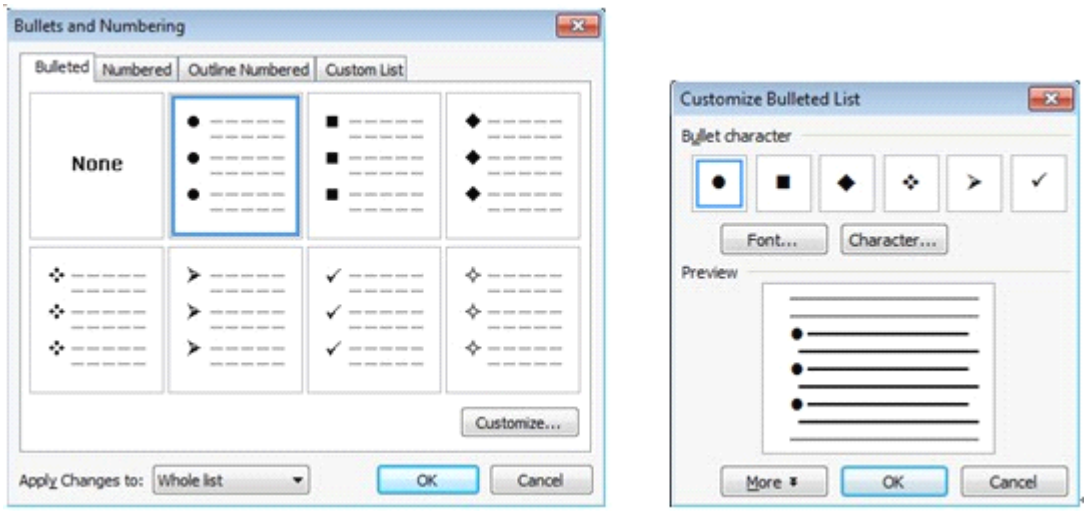


Figure 1.3—3 The Bullet and Numbering dialog box

(4) You can establish the relevant settings in the opened **Customize Bulleted List** dialog box. If you need a special symbol as a bullet then click the **Character** button, open the **Character** dialog box, and select one of the special symbols.

(5) You can also also click the **Advanced** button and set bullet position and text position. Click **OK** to add bullet points to your selected passage:

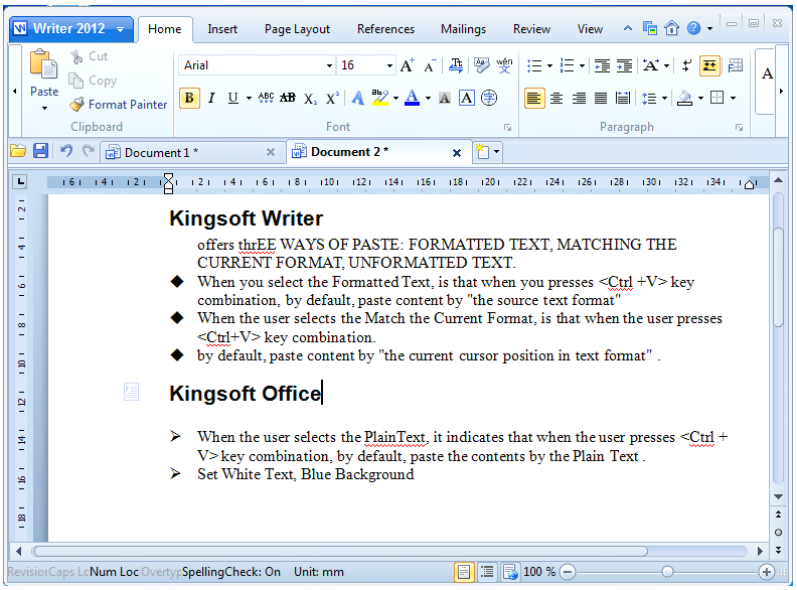

Writer 2012
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Cut
Copy
Format Painter
Clipboard
Arial
16
Font
Paragraph
Document 1 *
Document 2 *
Kingsoft Writer
offers thrEE WAYS OF PASTE: FORMATTED TEXT, MATCHING THE CURRENT FORMAT, UNFORMATTED TEXT.
When you select the Formatted Text, is that when you presses <Ctrl +V> key combination, by default, paste content by "the source text format"
When the user selects the Match the Current Format, is that when the user presses <Ctrl+V> key combination.
by default, paste content by "the current cursor position in text format" .
Kingsoft Office
When the user selects the PlainText, it indicates that when the user presses <Ctrl + V> key combination, by default, paste the contents by the Plain Text .
Set White Text, Blue Background
SpellingCheck: On
Unit: mm
100 %

Figure 1.3—4 Paragraphs with bullet points

1.3.1.3. Auto Numbering

It you want to add numbers to pre-existing text simply:

(1) Select the appropriate paragraph.

(2) Go to the **Paragraph** section of the **Hom**e tab, select the **Bullets** option next to the drop-down arrow. You can then choose your preferred bullet point variety. If there are no suitable varieties, select **Customize,** and open the **Bullets and Numbering** dialog box.

(3) The default bullet option is **No** in the **Bullets** tab, and the **Customize** button in the button right will be grey and unavailable. Choose any bullet style and click the **Customize** button.

(4) Select the **Number style** drop-down list from the **Customize Numbered List** dialog box. You can then select your preferred number style. In the **Number Format** text box, enter the desired character, shown as follows:

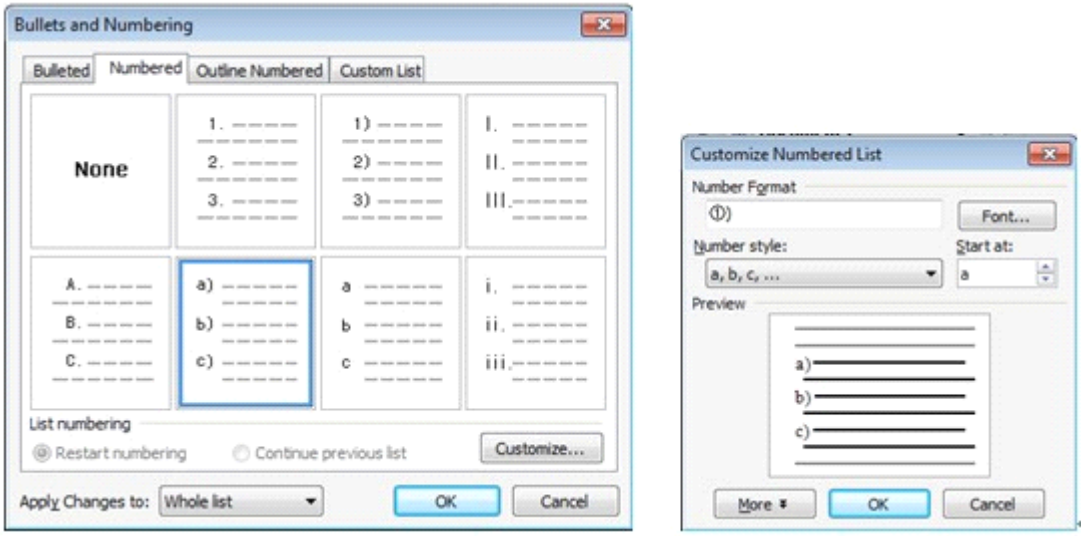


Figure 1.3—5 The Bullets and Numbering dialog box

(5) You can also click the **Advanced** button and set number position and text position. Click the **OK** button to insert numbers to your selected passage.

1.3.1.4. Adding Outline Numbered

If you want to add outline numbered:

1) Choose the **More Numbering** option from the **Numbering** drop-down list located in the **Paragraph** section of the **Home** tab.

2) Select the **Outline Numbered** tab, as shown below:

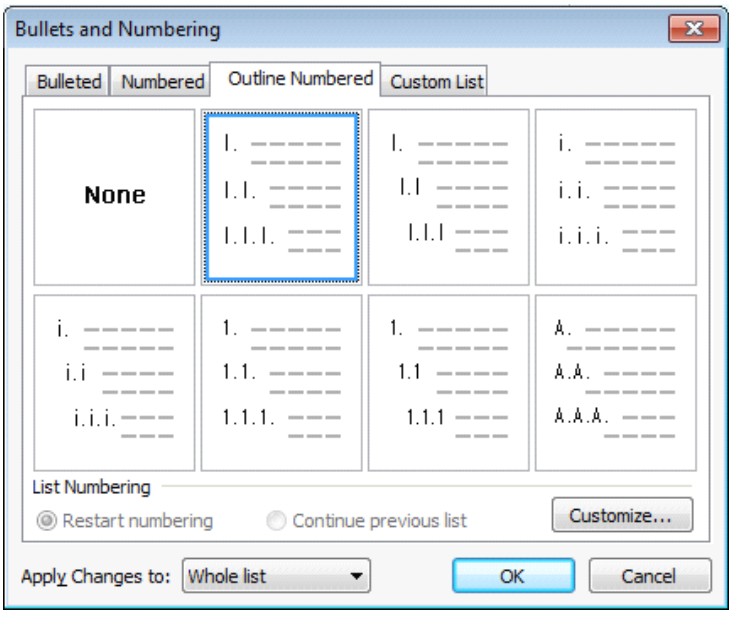


Figure 1.3—6 The Outline Numbered tab

3) Click the desired list format. To customize the outline numbered list choose a

custom format then click the **Customize** button from the **Customize outline numbered List** dialog box.

4) Set outline numbered in the **Customize numbered list** dialog box.

5) Click **OK** to complete the process.

6) Insert list item and press **the Enter** key after each entry.

7) Place the insertion point after the list item, then press **Tab** or **shift+tab**. The list item can then be adjusted to an appropriate level:

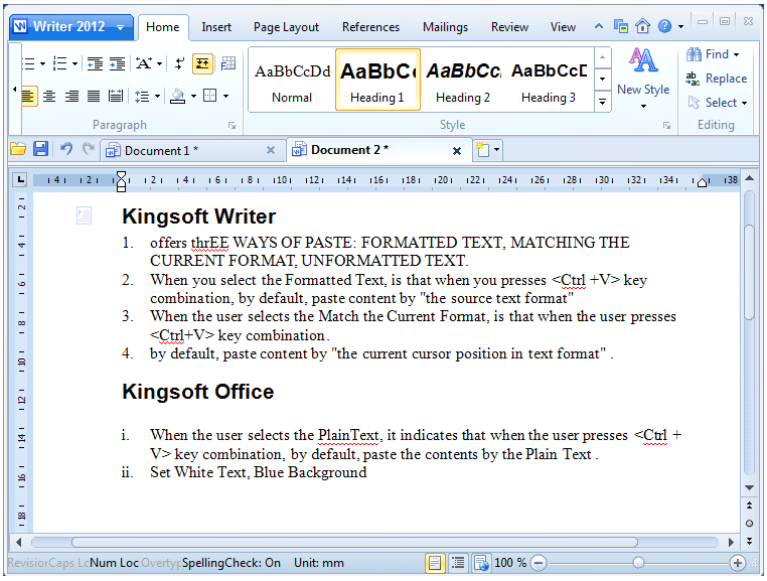

Writer 2012
Home
Insert
Page Layout
References
Mailings
Review
View
Normal
Heading 1
Heading 2
Heading 3
New Style
Find
Replace
Select
Paragraph
Style
Editing
Document 1 *
Document 2 *
Kingsoft Writer
1. offers thrEE WAYS OF PASTE: FORMATTED TEXT, MATCHING THE CURRENT FORMAT, UNFORMATTED TEXT.
2. When you select the Formatted Text, is that when you presses <Ctrl +V> key combination, by default, paste content by "the source text format"
3. When the user selects the Match the Current Format, is that when the user presses <Ctrl+V> key combination.
4. by default, paste content by "the current cursor position in text format" .
Kingsoft Office
i. When the user selects the PlainText, it indicates that when the user presses <Ctrl + V> key combination, by default, paste the contents by the Plain Text .
ii. Set White Text, Blue Background
SpellingCheck: On
Unit: mm
100 %

Figure 1.3—7 Outline numbered text

1.3.2. Setting an Indent for a Paragraph

There are three types of indented paragraph:

- Left (right) indent: every line of the paragraph is indented to the left (right). decrease indent and increase indent in combination can produce nested, generally used to refer to the text.
- First line indent: the first line of the paragraph is idented in order to differentiate it with the previous paragraph.
- Hanging indent: the first line of the paragraph in addition to all rows of the left margin than the right indent.

There are several ways to indent a paragraph; you can use the tab button, paragraph dialog box, or the shortcut key. You can also use the ruler to indent paragraphs. For

example, select the **Paragraph** section in the **Home** tab and click **Decrease Indent** or **Increase Indent**..

In addition, you can select the **Old Tools** option from the **Paragraph** tab. In the **Paragraph** dialog box, select the **Indents and Spacing** option, and choose **Indentation.** You can then set precise indentation measurements.

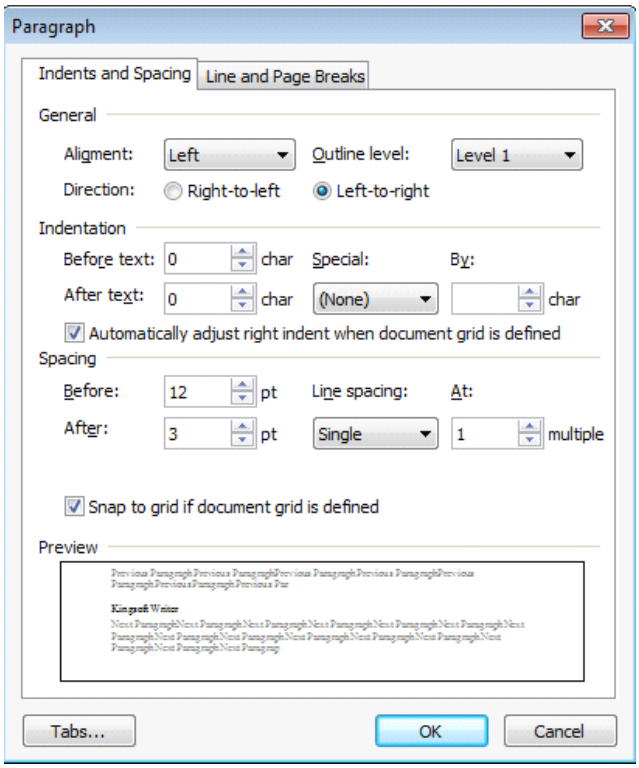
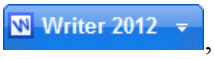


Figure 1.3—8 The Indentation and Spacing tab

1.3.3. Showing and Hiding Paragraph Marks

There are two ways to show or hide paragraph marks:

(1) In the **Home** tab, select the **Paragraph** section and click **Show/ Hide Paragraph Marks.** This will allow you to toggle whether your paragraphy marks are hidden or revealed.

(2) In the Application menu in the top left corner, 

, select the **Options** dialog box in the bottom right. Choose the **View** tab option. In the **Formatting Marks** section toggle with the **Show/ Hide Paragraph Marks** option as necessary**.**

1.3.4. Adding or Changing Tab Stops

Tab stop is a term describing the location where the cursor stops after the Tab key has been pressed. That is to say, when a tab stop is in place, you can immediately jump to another position on the page by pressing the Tab key. Additionally, you can use tab stops to align your text into columns quickly and easily.

There are two types of tab stop: the default tab stop, and the custom tab stop. The default tab stop from the ruler from the left position is automatically set. The default spacing of two characters can be modified by the user. A custom tab stop is set up manually. After a custom tab stop has been established, all the custom tab stops to the left of the default tab stop are cleared. Users can use the horizontal ruler and the **Tabs** dialog box to set up tab stops.

1.3.4.1. Adding Leader Tab Stops

You can use the tab stops with leader, the steps are as follows:

(1) Place the cursor on a blank line..

(2) In the **Home** tab, in the **Paragraph** section**,** click the **Tabs** icon. This should open the **Tabs** dialog box, shown below:

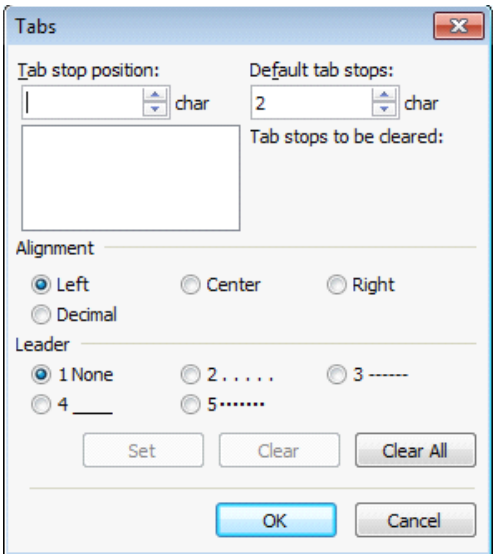


Figure 1.3—9 The Tabs dialog box

(3) In the **Leader** tab, choose "……"

(4) Click **the Set** button, and then click **OK**.

(5) Enter a word at the beginning of the line, press the **Tab** key, move insertion point to tab that had been set, and a leader will be appear in the left of insertion.

1.3.4.2. Adding Tab Stops

There is a **Tab Marker** button on the horizontal ruler. Clicking this button opens a drop-down menu that is shown below. It includes **Left Tab**, **Center Tab** , **Right Tab** and **Decimal Tab** .

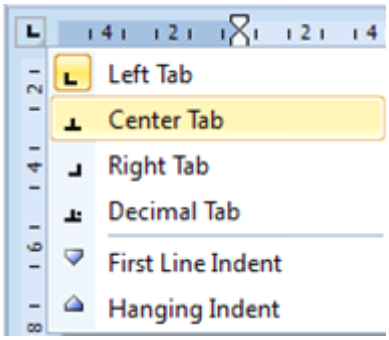


Figure 1.3—10 The tab menu

(1) Click on the ruler where you want to set the tab stop, the ruler will appear on the appropriate type of tabs.

(2) By repeat the above steps, you can set different tab alignments.

(2) Press the **Tab** key, move the insertion point at the tab stops, then enter the text in this alignment.

Name	Gender	Number	Score
Jack	Male	245124	87.5
Lily	Female	548721	86

Figure 1.3—11 Aligning text using tab

1.3.4.3. Changing Tab Stops

If you want to change the tab settings, select the **Paragraph** group in the **Tab Stops** section, or double-click the tab marker on the ruler. In the **Tab Stops** dialog box enter or select the value for the distance between stations tab in the **Default Tab Stops** fine-tuning. Click the **OK** button to complete the changes.

1.3.4.4. Removing a Tab Stop

There are two ways to remove a tab stop.

- Using the horizontal ruler.

Place the insertion point within the paragraph from which you want to remove the tabs, or select the tab stops you want to add text blocks on the ruler shows the current paragraph or text block tab stops. Place the cursor upon the tab stop symbol that you want to remove, drag it off the horizontal ruler, and release the mouse.

- Using the dialog box.

(1) Make sure the insertion point is in the paragraph from which you wish to remove the tabs.

(2) Select the **Tabs** option from the **Paragraph** section and open the **Tab** dialog box.

(3) Click the **Clear** button or **Clear All.**

(4) Click **OK** to complete.

1.3.5. Alignment

Kingsoft Writer offers five different alignment alternatives: **Align Left, Align Right, Centered, Justify,** and **Distribute**. The steps to applying one of these options are as follows:

(1) Select the text you want to align.

(2) Click the **Alignment** button from the **Paragraph** section of the **Home** tab.

You can also set alignment using the **Paragraph** dialog box, the steps are as follows:

(1) Position the insertion point where you want to align the text.

(2) Click the **Old Tools** button from the **Paragraph** section of the **Home** tab using the right mouse button..Open the **Indents and Spacing** tab in the **Paragraph** dialog box:

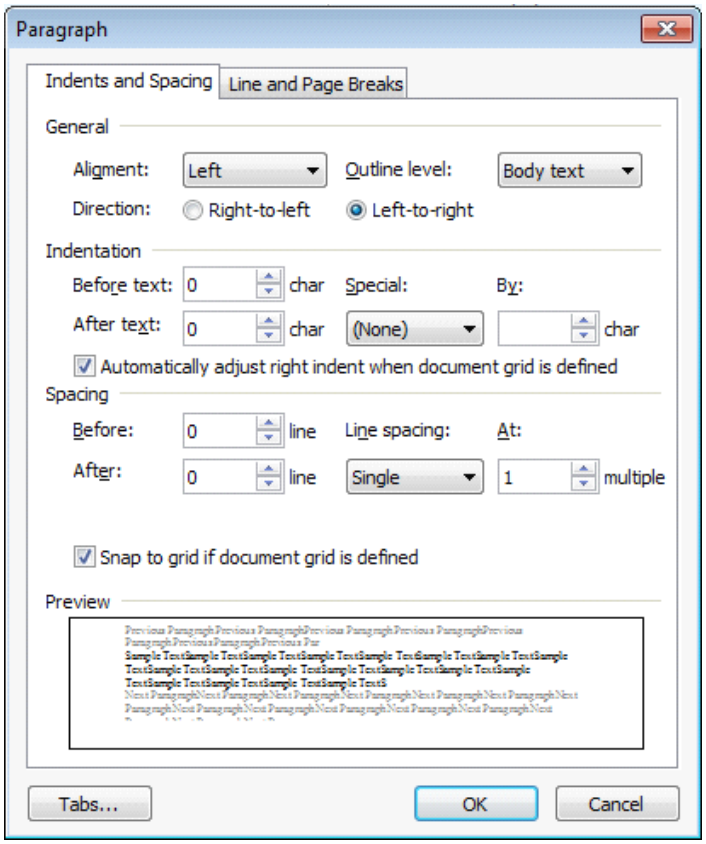


Figure 1.3—12 The Indentation and Spacing tab

(3) In the **General section**, select a type of alignment.

(4) Click the **OK** button to apply the selected alignment.

1.3.6. Line Spacing

In order to set up line spacing follow these simple steps:

(1) In the **Home** tab, in the **Paragraph** section**,** click on the **Line Spacing** drop-down list and select the value that you like to set for the line spacing. Select **Others**, open **Paragraph** dialog box as shown following figure:

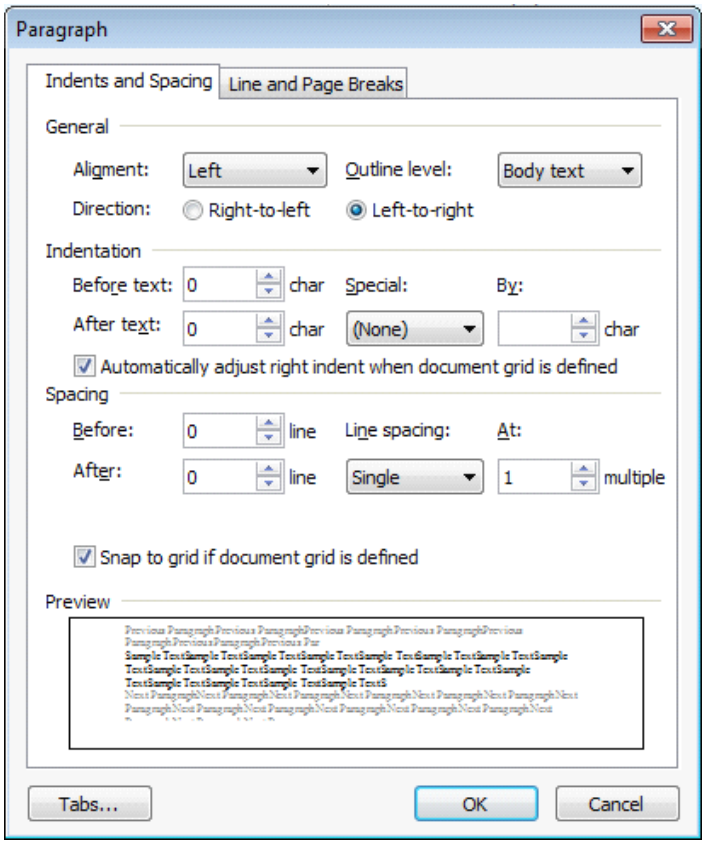


Figure 1.3—13 The Paragraph dialog box

(2) In the **Spacing** section you can select the exact distance between the lines that you would like.

(3) Click **OK** to complete.

1.3.7. Shading

In the **Home** tab, in the **Paragraph** section**,** select **Shading Color.** You can then choose the color that you would like for a word or paragraph from the **Fill** list.

Tips: When you add shading it only applies to the word or paragraph rather than the whole page.

1.3.8. Setting Borders

Select the **Outside Border** option from the **Paragraph** section of the **Home** tab. You can then choose a variety of different borders from the drop-down list to be applied to the selected text or cell.

1.4. Styles

A style is a collection of formatting instructions that you can use repeatedly throughout the document to improve efficiency and presentation. .

1.4.1. Using a Style

To make use of a style:

(1) Position the cursor in the paragraph for which you want to change the format.

(2) In the **Home** tab, in the **Style** group, select **Old Tools** with the right mouse button. This will open the **Style and Formatting** task window shown below:

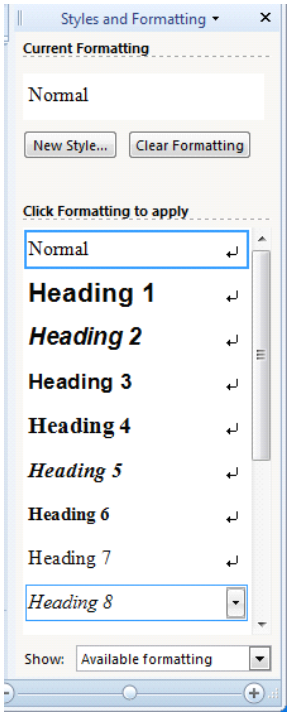


Figure 1.4—1 The Style and Formatting task window

(3) Kingsoft Writer lists the main styles in the **Style and Formatting** task window. When you select one of them, that style will be applied to the paragraph in which the cursor is located.

Tips: It is quicker to use the **Style** section of the **Home** tab to select the style you like. If you do not see the style you want, click the button to expand the **Style** library.

1.4.2. Creating a New Style

The steps to creating a new style are as follows:

(1) In the **Home** tab, in the **Style** group, click the **New Style**

icon and open the **New Style** dialog box. You can also click **New Style** in the **Style and Formatting** task window to open the **New Style** dialog box:

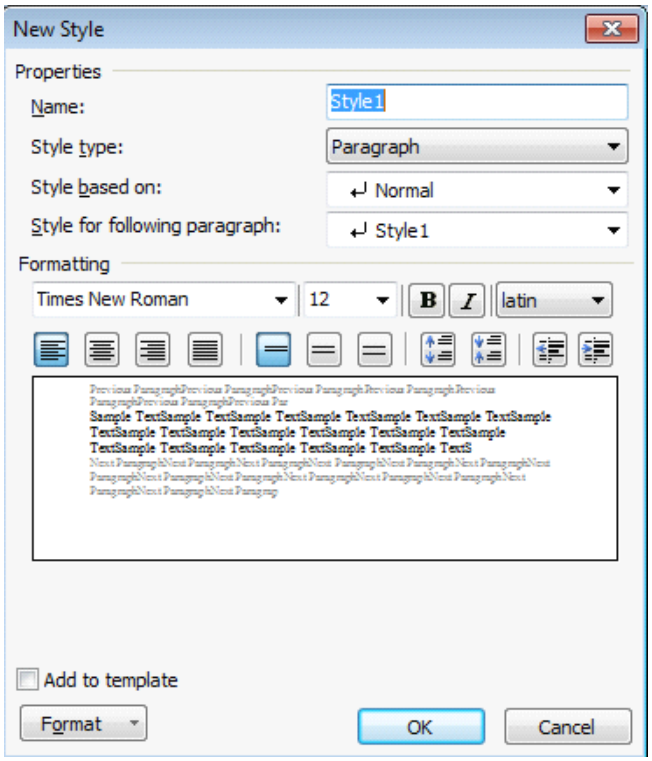


Figure 1.4—2 The New Style dialog box

(2) Enter the style name in the **Name** option.

(3) Click the **Format** button and open the drop-down list. There are six formatting options: **Font, Paragraph, Tabs, Border, Numbering,** and **Shortcut,** you can choose any one of them to set the style.

(4) Click **OK** to complete.

(5) The new style will appear in the **Formatting to Apply** list in the **Style and Formatting** task window.

1.4.2.1. Style Reference Filed

To use style reference filed:

(1) Select the **HeaderFooter** option from the **Header and Footer** section of the **Insert** tab to edit either the page Header or Footer.

(2) Move the cursor to the position where you want to insert the **StyleRef**.

(3) In the Insert tab, in the **Text** section, select the **Fields** option to open the **Fields** dialog box, shown as follows:

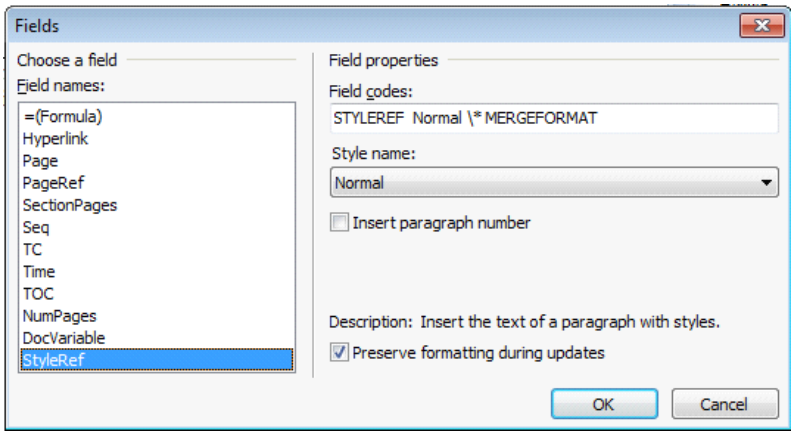


Figure 1.4—3 The Fields dialog box

(4) Select **StyleRef** from the **Fields** list; choose a style in the **Field Code** such as text.

(5) Click the **OK** button, insert the field will be in the **Heading 1** in reference to the dynamic content displayed on each header or footer.

1.4.3. Modifying the Style

If you are not satisfied with the default style or the style you have customized, you are able to modify it by following these steps:

(1) In the **Home** tab, in the **Style** group, select the **Old Tools** option using the right mouse button. This will open the **Style and Formatting** task window.

(2) Select the style that you want to modify in the **Click Formatting to Apply** section, and then choose the **Modify** option in the pop-up menu by right-clicking:

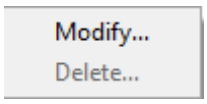


Figure 1.4—4 The shortcut menu

(3) Open the **Modify Style** dialog box:

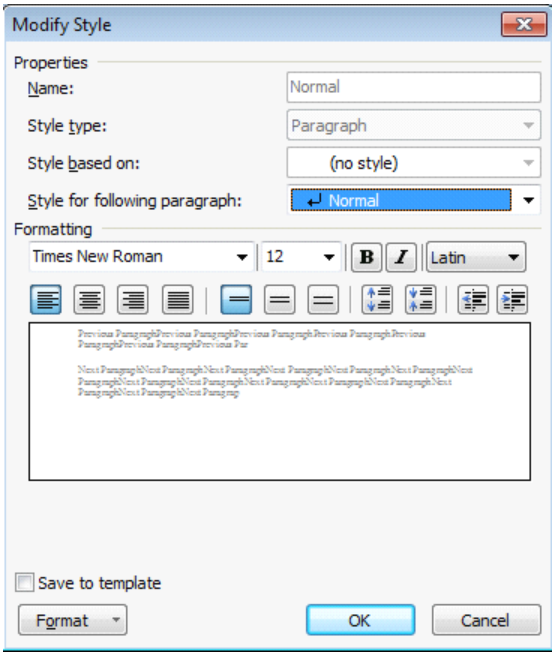


Figure 1.4—5 The Modify Style dialog box

(4) If you want to check and modify more options, select the **Format** option from the dialog box and modify any options you like.

(5) Click **OK** to close the dialog box.

Tip: If you modify the style using the **Style and Formatting** task window, all other documents in the same style of text will also be modified.

1.4.4. Applying a Style

There are two ways to apply a style:

(1) Click the style that you would like from the **Style** section of the Home tab.

(2) In the **Style and Formatting** task window, in the **Click Formatting to Apply** list, simply click the style you prefer and it will be applied.

1.4.5. Deleting a Style

To delete a style, select **Delete** from the shortcut menu, as shown in Figure 1.4-4. However, it is not possible to delete the style that comes with Kingsoft Writer.

You can use Kingsoft Writer to provide the **Style and Formatting** task window to set directly on the document format, the steps are as follows:

(1) Position the insertion point where you wish to change the style.

(2) In the **Style** section of the **Home** tab, select the **Old Tools** option using the right

mouse button. This opens the **Style and Formatting** task window:

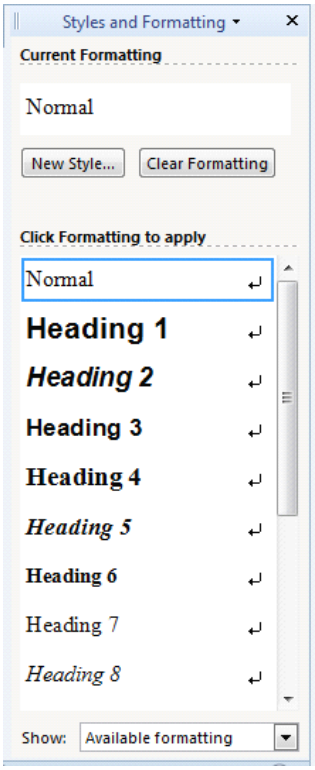


Figure 1.4—6 The Style and Formatting task window

(3) Select the style that you want to modify in the **Click Formatting to Apply** section. Choose **Delete** in the pop-up menu by right-clicking, you can then delete the user-defined style.

1.5. Editing

1.5.1. Finding

To find a word or phrase in your document you need to:

Select **Find** in the **Editing** section of the **Home** tab

(1) Using the drop-down list, open the F**ind / Replace** dialog box, shown as follows:

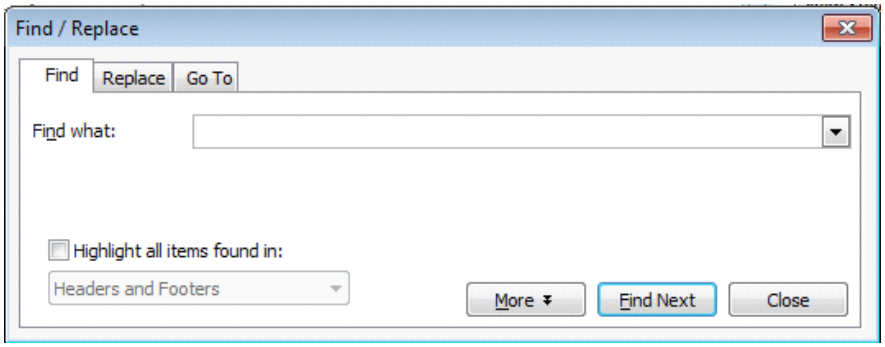


Figure 1.5—1 The Find / Replace dialog box

(2) Go to the **Find** tab, enter the text you want to find in the **Find what** box.

(3) Select the **Find Next** button to start the search, if the search option is not in the text, there will be a dialog box alerting you that Kingsoft Writer has finished searching the document.

(4) To search for the next result matching your search option, click **Find Next** again.

(5) Click **Close** to return to the text.

1.5.2. Going To

To find and go to a word or phrase in your document you need to:

(1) Select **Find** in the **Editing** section of the **Home** tab

. Using the drop-down list, open the F**ind / Replace** dialog box shown below:

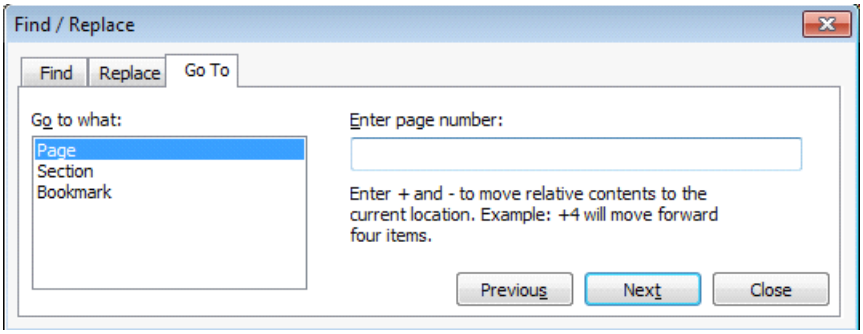


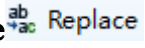
Figure 1.5—2 The **Go to** tab

(2) Select one of the Page, Section, or Bookmark options in the **Go to what** section.

(3) Click **OK** to complete.

1.5.3. Replacing

To find and replace a word or phrase in your document you need to:

(1) Go to the **Editing** section in the **Home** tab, select **Replace** 

to open the

Find / Replace dialog box:

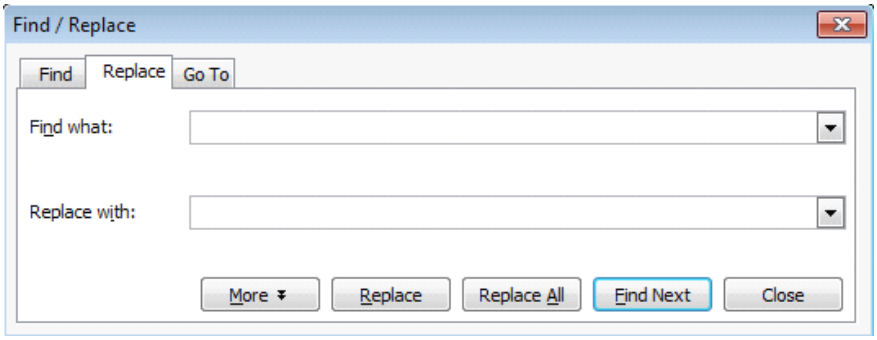


Figure 1.5—3 The Replace tab

(2) Enter the **Text** in the **Find what** box.

(3) Enter the **File** in the **Replace what** box.

Tip: If you do not enter any characters into the Replace text box, the program will delete all results matching the search criteria.

(4) Click the **Find Next** button to start the search. When a match is found it will return to the document to display the text. You can then do one of the following:

- To search for the next text match, click **Find Next**
- To replace what you have entered in the **Find what** section with what you have in the **Replace with** box, simply click **Replace**.
- To replace all of your search results in one go with the same replacement, click **Replace All.**

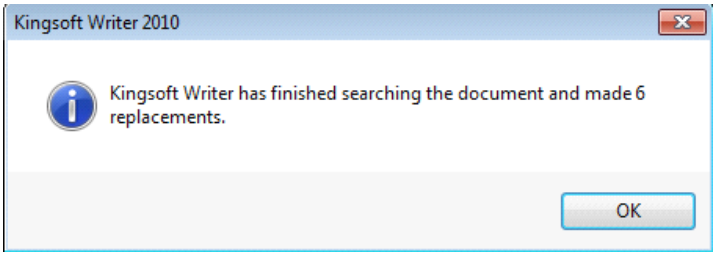
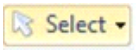


Figure 1.5—4 A pop-up alert detailing the number of replacements

- Click the **OK** button to return to the **Find and Replace** dialog box, then click the **Close** button to return to the document.
- When you find the results of incorrect replacement, you can click on the **Undo** button in the **Quick Access** toolbar to undo the replace operation.

1.5.4. Selecting

To find and select a word or phrase in your document you need to:

Choose the **Select** option from the **Select** drop-down list 

located in the **Editing** section of the **Home** tab.

- To select the entire contents of the document, choose **All Select.**
- To select something hidden, stacked, or behind the shape of the text, select the **Select Objects** option, and then draw a box in the shape of the above.
- To select other objects, such as pictures, SmartArt graphics, or charts, press and hold **Ctrl** while you select the object.

2. The Insert Tab

2.1. Page Breaks

Kingsoft Writer will automatically begin a new page when the previous one is filled. However, you can also break the page manually at a specified location in order to meet your individual demands. To insert a break in the page, follow these steps:

(1) Place the insertion point where you wish to make the break.

(2) In the **Insert** tab, select the **Pages** section, click the **Page Break**

button to insert the page break.

Tips:

- **<Ctrl+Enter>** is a shortcut that will also insert a page break.
- To delete a page break, place the insertion point in the page break, and then press **Delete.**

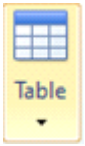
2.2. Tables

Tables in Kingsoft Writer are made up of multiple rows and columns, in which you can insert items such as text, numbers, and graphics in order to help you analyze them quickly and present information more conveniently.

2.2.1. Inserting Tables from the Toolbar

To insert a table using the **Toolbar**:

(1) Position the insertion point where you wish the table to be placed.

(2) In the **Insert** tab, in the **Pages** group, click the 

icon. This will open the table drawing window shown in figure 2.2-1.

(3) Press the left mouse button and drag the cursor to draw a table to whatever dimensions you like. Kingsoft Writer automatically adjusts the number of rows and columns in the table according to the preset cell width when the width of the table border increases or decreases:

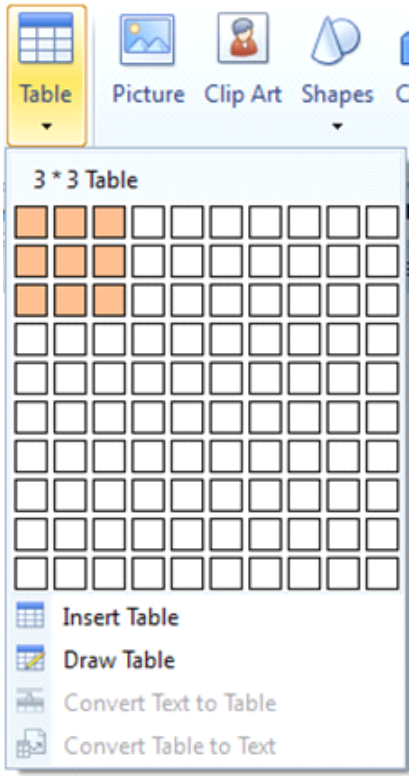


Figure 2.2—1 Specifying the number of rows and columns in a table

(4) Release the mouse when you are satisfied with the dimensions of your table..

2.2.2. Inserting Tables using the Dialog Box

To insert a table using the dialog box:

(1) Position the insertion point where you wish to insert the table.

(2) In the **Insert** tab, in the **Pages** group, select **Insert Table** from the **Table** drop-down list and open the dialog box:

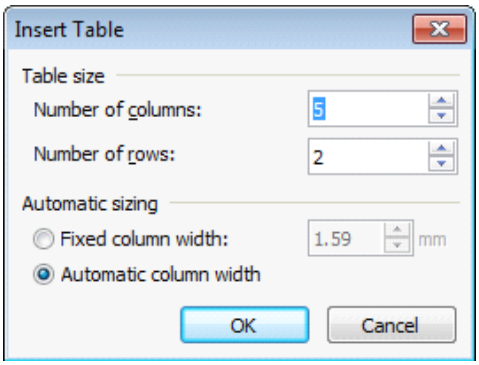


Figure 2.2—2 The Insert Table dialog box

(3) Enter the number of rows and columns you want and choose the appropriate column width.

(4) There are two options in the **Automatic sizing** section:

- **Fixed column width:** column width becomes an exact value that can be specified in the adjacent numerical scroll-through list. .
- **Automatic column width:** means the width of the columns is the same as the width of the page.

2.3. Table Tools

You can use the **Table Tools** tab in the operation to insert, adjust, or modify a table.

2.3.1. Drawing a Table

To draw complex tables follow these steps:

(1) Select the **Insert** tab, in the **Tables** section of that tab choose **Draw Table** from the **Tables** drop-down list. You can also select the **Table Tools** tab, in the **Draw Borders** section**,** and click **Draw Table** .

(2) In the **Table Tools** tab, click the **Line Style and Line Width** list in the **Draw Borders** group , specify the line.

(3) Click **Draw Table -** the mouse point will be changed into a pen.

(4) In the editing area,drag the mouse to draw a table in the size and shape that you need.

(5) When you are satisfied, release the mouse.

(6) Using the **Draw Table** button, draw horizontal, vertical, or diagonal lines in the box to form a cell.

(7) After you have finished drawing your table, click **Draw Table** again, this will revert the mouse back to its normal shape.

2.3.2. Drawing and Erasing Lines in a Table

2.3.2.1. Drawing a Line in a Table

You can draw a line in a table using the **Draw Table** button simply by:

(1) Selecting the **Draw Table** icon from the **Draw Borders** section of the **Table Tools** tab.

(2) After the mouse has changed into a pen shape, press the left mouse button and drag the mouse to draw a table where you like.

(3) Release the mouse to complete:

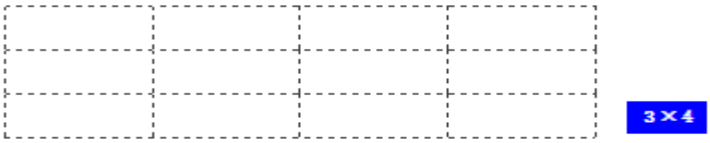


Figure 2.3—1 The draw table line

2.3.2.2. Erasing Lines in a Table

To erase a line in a table:

(1) Click **Eraser** from the **Draw Borders** section.

(2) When the mouse changes into the shape of an eraser, press the left mouse button to begin erasing within the table.

(3) Release the mouse when finished.

2.3.3. Selecting a Cell, Row, or Column

2.3.3.1. Selecting a Cell

- Select a Cell: Move the cursor to the left of the cell, when it transforms into an arrow pointing up and right, you can select the cell.

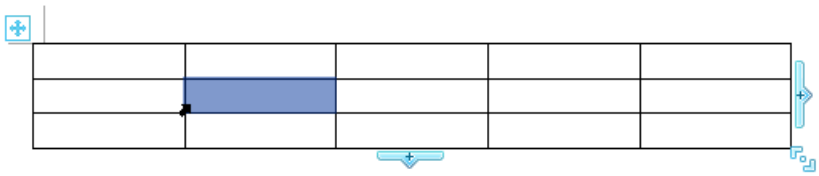


Figure 2.3—2 Selecting a cell

- Selecting Continuous Cells: Either hold down the left mouse button and drag it over the desired cells, or select the first cell you want to select, then hold the **Shift** key, and click the last cell that you want.
- Selecting Non-continuous Cells: Select the first cell that you want, then hold the **Ctrl** key, and individually click every other cell that you need.

2.3.3.2. Selecting a Row or Column

- Selecting a single line: Move the cursor to the left of the line, click when it becomes an arrow pointing up and right. This will select the line:

Figure 2.3—3 Selecting a row

- Selecting a single column: Move the cursor to the top of the line, click when it becomes a black arrow pointing downwards. This will select the column:

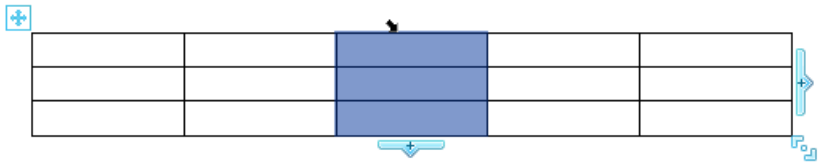


Figure 2.3—4 Selecting a column

- Selecting several non-continuous rows or columns: select a row or column, hold the **Ctrl** key, and then select any further rows or columns that you would like.
- Selecting several continuous rows or columns: select the first row or column,

hold the **Shift** key, then select the last row or column that you need.

2.3.3.3. Selecting an Entire Table

There are three ways to select an entire table:

- Using the select all icon: place the insertion point anywhere in the table, the **Select All** icon will appear in the top left corner of the table, simply click this icon to select the entire table.
- Using the shortcut key: place the insertion point anywhere in the table, press **<Ctrl+A>** key to select the entire table.
- Right clicking: place the cursor within the table, right-click, open the shortcut menu and choose **Select Table.** This will select the entire table:

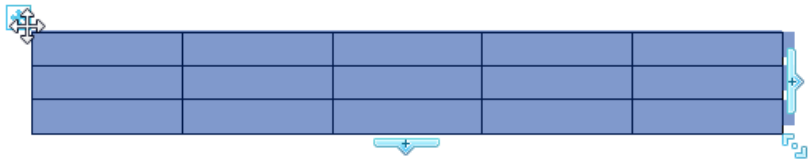


Figure 2.3—5 A selected table

Select a part of table area: select table with dashed borders

The steps are as follows:

(1) In the **Tables** section of the **Table Tools** tab, click **Select table with dashed** borders in the **Select** drop-down list, or drag the right key to start this function automatically.

(2) Drag the intersection of the dashed border and the table to form a table from part or all of that region. The intersection of the dashed border and the table will be highlighted, release the mouse button to select this region. If you have nested tables, nested tables in the selected area, also along with the selected. Shown as follows:

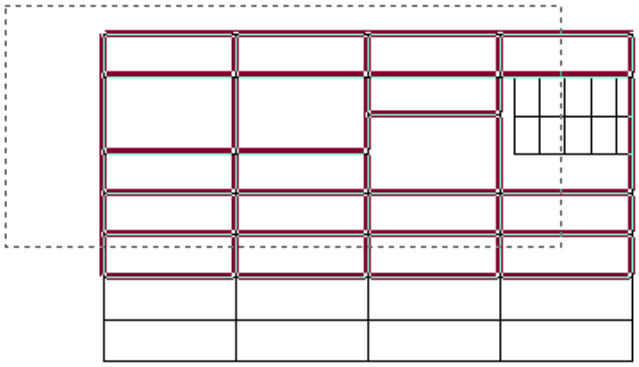


Figure 2.3—6 Drag the dashed borders to choose table

About selected cell, row, column or table, click anywhere outside of the table to cancel.

In addition, on the **Table Tools** tab, in the **Select** command, select cell, row, column, table, etc. The steps are follows:

(1) Move the insertion point to the cell of the table, choose **Table Tools** tab.

(2) In the **Table Tools** tab, in the **Select** drop-down list, you can choose **Select Cell, Select Column, Select Row, Select Table,** or **Select table with dashed borders** based on your requirements.

2.3.4. Entering Contents into the Table

Enter the text in the table with the table outside the document text as input, first move the insertion point to the text you want to insert in the cell, and then enter text. If you enter text than the cell width will wrap and increase the row height. If you want the cell to start a new paragraph, press the **Enter** key, the row height will increase accordingly.

If you want to move to the next cell to enter, you can click the cell with the mouse or press **Tab** or right arrow keys move the insertion point, then enter the appropriate text

2.3.5. Formatting Contents in the Table

You can set font, font style, font size, color, alignment, etc. in the cell.

2.3.5.1. Setting Font Format in the Cell

The steps are as follows:

(1) Select the cell for which you want to set font.

(2) Go to the **Fon**t section of the **Home** tab and select the **Old Tools** button in the bottom right. This will open the **Font** dialog box where you can set font, font style, font size, color, etc.

(3) Click the **OK** button to exit.

2.3.5.2. Aligning Style in the Table

The steps are as follows:

(1) Select the cells for which you want to set align style, and go to the **Table Tools** tab.

(2) In the **Align Style** group, select the vertical align style you prefer.

2.3.6. Moving and Zooming Tables

2.3.6.1. Moving a Table

Kingsoft Writer offers two ways to move a table:

- Use the **Select All** icon:

(1) Place the insertion point anywhere in the table, the **Select All** label will then appear in the upper left corner of the table.

(2) Drag the **Select All** icon using the left mouse button to move the table to a new location.

- Use **<ALT>**+the left mouse button:

Place the insertion point anywhere in the table, press the **<Alt>** key and the left mouse button. This will cause the cursor to change into this icon. You can then move the table:

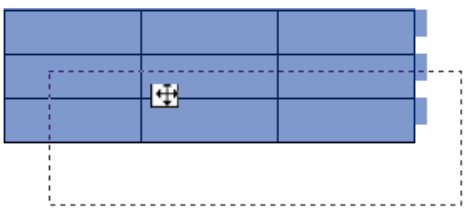


Figure 2.3—7 Moving a table

2.3.6.2. Zooming a Table

The steps are as follows:

(1) Place the insertion point anywhere in the table. This will produce a resize handle in the bottom right corner.

(2) Place the cursor on the resize handle, when it becomes a diagonal double-headed arrow, hold down the left mouse button to drag.

(3) When you drag, the table will appear as a dotted border,shown below:

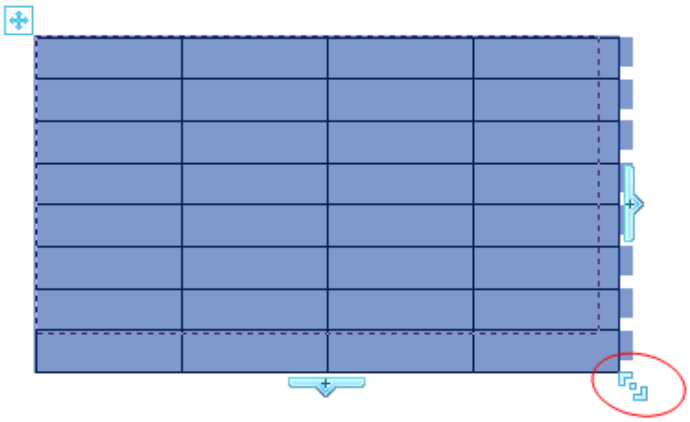


Figure 2.3—8 Drag resize handle to zoom table

(4) When the table is the right size, release the left mouse button.

2.3.7. Table Properties

You can set table properties, including alignment, wrapping, row height, column width, and cell size, using the **Tables Properties** dialog box.

2.3.7.1. The Alignment of a Table

There are nine styles of alignment; you can choose a style by following these steps:

(1) Place the insertion point anywhere in the table, and select **Table Tools.**

(2) In the **Tables** group, select **Table Properties**. You can also right-click and choose **Table Properties** from the opened shortcut menu:

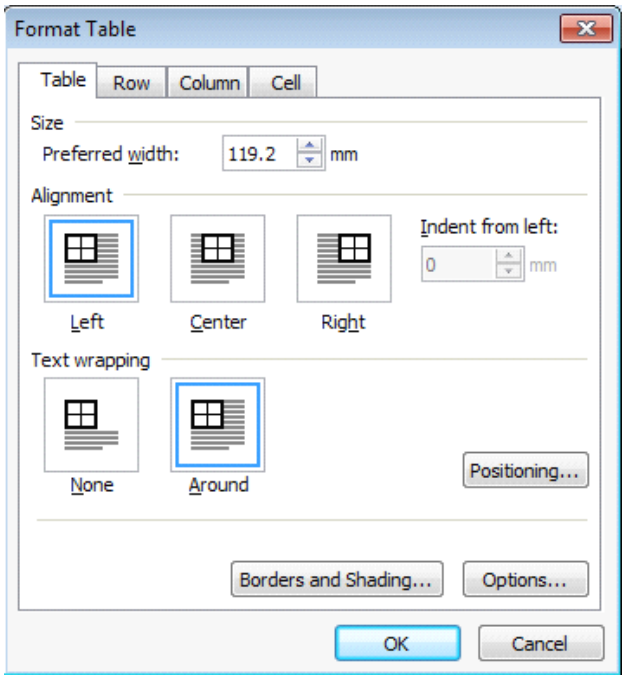


Figure 2.3—9 The Format Table dialog box

(3) In the **Tables** tab, in the **Alignment** section, select one of the alignment styles.

(4) Click **OK** to exit.

2.3.7.2. Text Wrapping

The steps are as follows:

(1) Place the insertion point anywhere in the table and select **Table Tools.**

(2) In the **Tables** group, select **Table Properties**. Open the **Format Table** dialog box.

(3) In the **Tables** tab, in the **Text wrapping** section, choose **Around.**

(4) Click **OK** to exit.

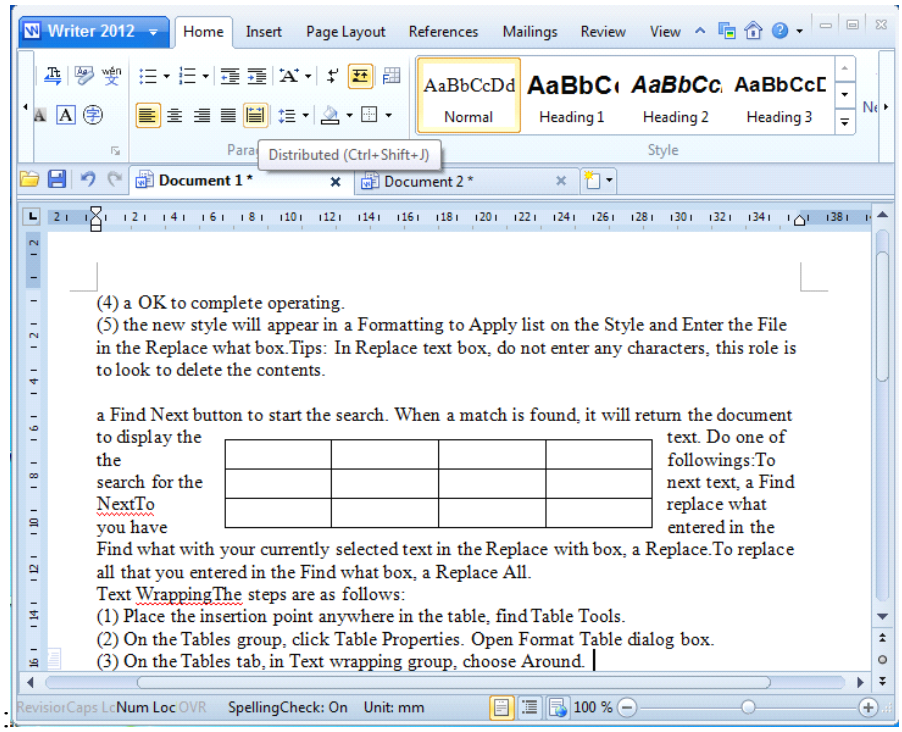

Writer 2012
Home
Insert
Page Layout
References
Mailings
Review
View
Normal
Heading 1
Heading 2
Heading 3
Distributed (Ctrl+Shift+J)
Document 1 *
Document 2 *
(4) a OK to complete operating.
(5) the new style will appear in a Formatting to Apply list on the Style and Enter the File in the Replace what box.Tips: In Replace text box, do not enter any characters, this role is to look to delete the contents.
a Find Next button to start the search. When a match is found, it will return the document to display the text. Do one of the followings:To search for the next text, a Find NextTo replace what you have entered in the Find what with your currently selected text in the Replace with box, a Replace.To replace all that you entered in the Find what box, a Replace All.
Text WrappingThe steps are as follows:
(1) Place the insertion point anywhere in the table, find Table Tools.
(2) On the Tables group, click Table Properties. Open Format Table dialog box.
(3) On the Tables tab, in Text wrapping group, choose Around.
Num Loc
SpellingCheck: On
Unit: mm
100 %

Figure 2.3—10 Text wrapping

2.3.7.3. Adding Borders and Shading

You can insert different borders and shading based on your needs by following these steps:

(1) Place the insertion point anywhere in the table and find **Table Tools**.

(2) In the **Tables** group, select **Table Properties.** Open the **Format Table** dialog box.

(3) In the **Tables** tab,select the **Borders / Shading** option and open the **Borders / Shading** dialog box, shown as follows:

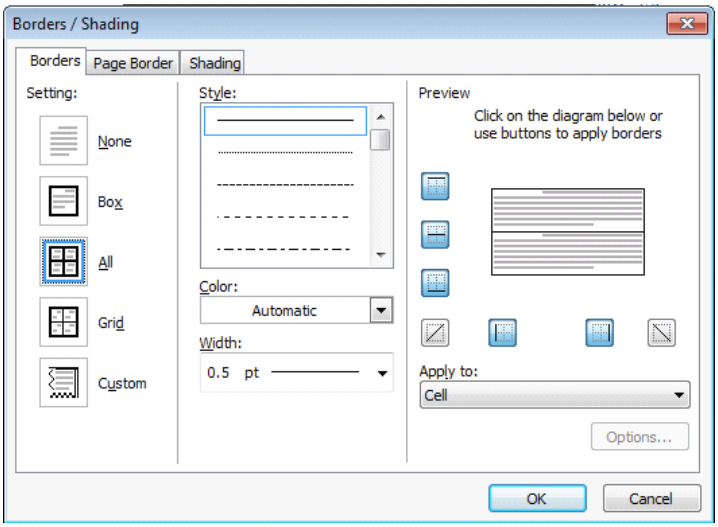


Figure 2.3—11 The Borders/Shading dialog box

(4) Select the **Borders** tab; choose **Table** from the **Apply to** drop-down list.

(5) In the **Settings** section, you can select the border pattern.

(6) In the **Style** group, you can assign the line style of the borders, such as the double-line option, at the same time; an effect figure will appear in the Preview section.

(7) In the **Color** group, you can select the color of the border. You can select the width of the border in the **Width** drop-down list.

(8) Click **OK** to exit.

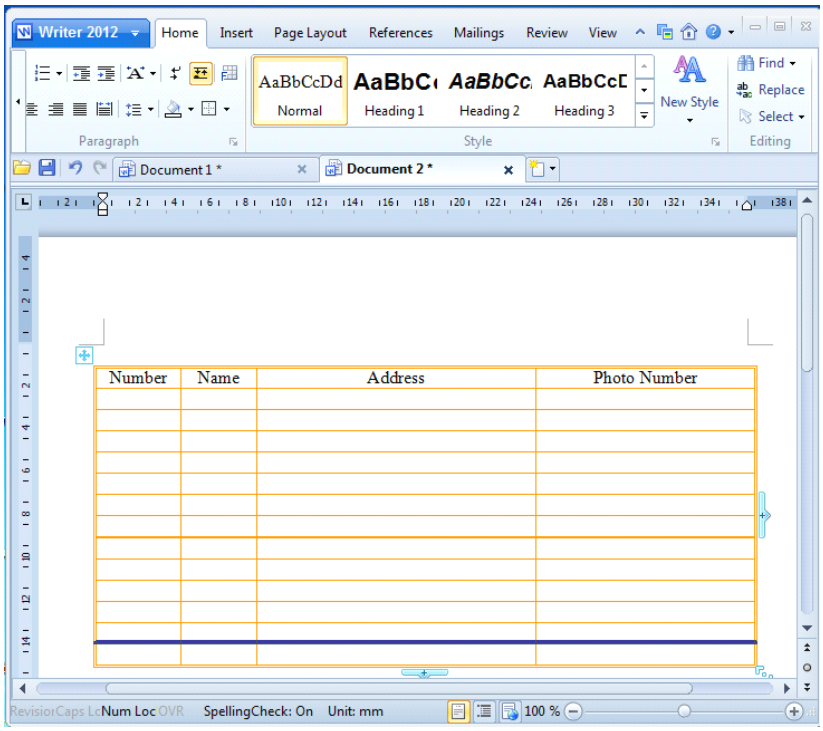


Figure 2.3—12 A table with a border

To add different borders for different cells within the same table, for example to change the bottom border line of the sixth line of a table into a thicker line, follow these steps:

(1) Place the insertion point to the left of the sixth line of the table, when the cursor changes into an arrow, click to select the whole line:

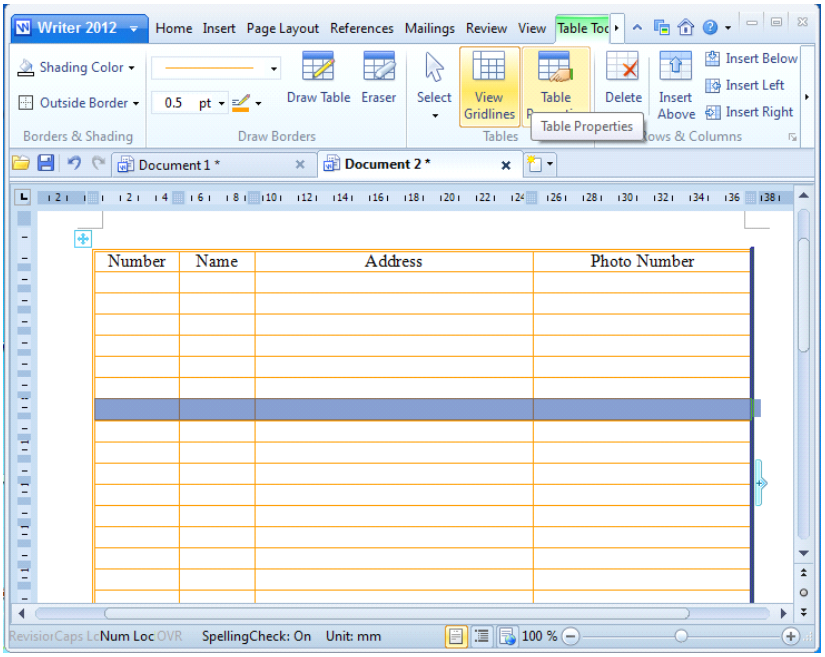


Figure 2.3—13 Selecting the cells to add borders

(2) In the **Tables** section, select the **Table Properties** option**.** Open the **Format Table** dialog box.

(3) In the **Tables** tab, select **Borders / Shading**, open the **Borders / Shading** dialog box.

(4) Select the **Borders** tab, choose **Cell** in the **Apply to** drop-down list.

(5) In the **Settings** group, select **Custom.**

(6) In the **Style** group, select single line. In the **Color** group, select Red from the drop-down list, and select 1.5 pt for the borders from the **Width** drop-down list.

(7) Click the **Bottom border** button in the **Preview** section, or select **Bottom border** directly.

(8) Click **OK** to complete.

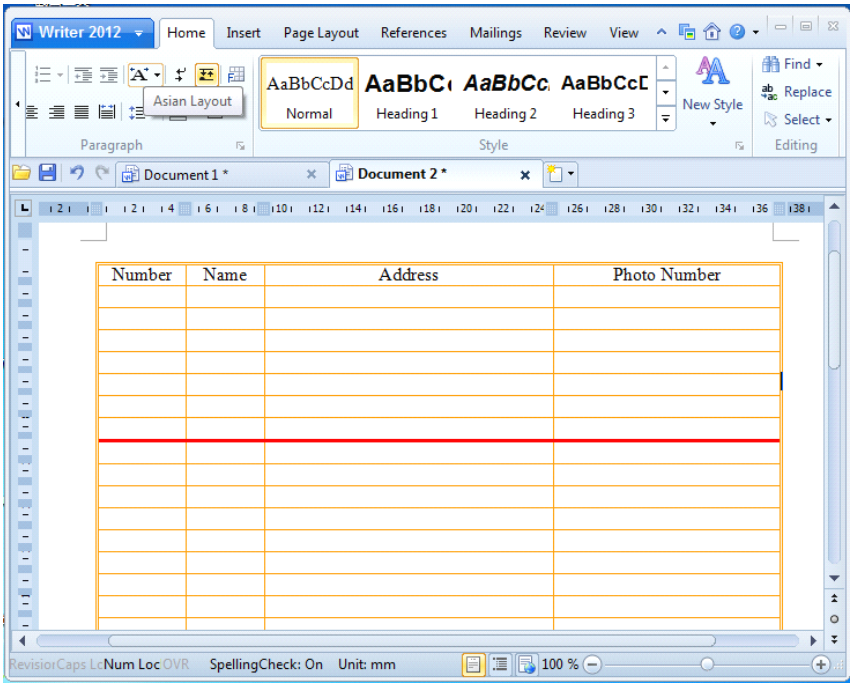


Figure 2.3—14 Borders shown in bold

2.3.8. Inserting / Deleting the Cell, Row or Column from a Table

2.3.8.1. Deleting a Row or Column

To delete a row or column from a table, place the insertion point anywhere in the table, and then follow either of the options below:

- In the Table Tools tab, in the **Rows & Columns** section, select **Delete** from the drop-down list. You can then choose to **Delete Rows, Delete Columns, Delete Cells,** or **Delete Table.**
- Right-click and open the shortcut menu, select **Delete Rows, Delete Columns, Delete Cells,** or **Delete Table.**

2.3.8.2. Inserting Rowsor Columns

Select the position where you would like to insert a new row or column. The selected row or column number should be the same as the number of rows or columns to be inserted. You then execute any of the following actions:

- Place the insertion point in the cell where you want to insert the rows or columns. Go to the **Table Tools** tab and select any command you want from the **Rows & Columns** group. This section offers **Insert Above, Insert Below, Insert Left** and

Insert Right options. Select one option based on your requirements.

- Place the insertion point in the cell where you wish to insert a row or column., Right-click and select **Insert**, choose **Columns to the Left, Columns to the Right, Rows Above** or **Rows Below**:

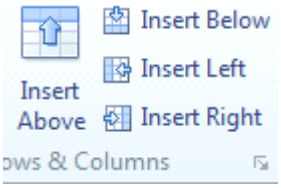


Figure 2.3—15 The Insert Row or Column menu

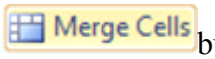
2.3.9. Merging or Splitting Cells

Knowing how to join or split table cells can come in handy when you are working with a table. You can join two or more adjacent cells into one cell, and you can also split a cell that has been joint.

2.3.9.1. Merging Cells

To merge cells:

(1) Select the cells that you want to join into one cell.

(2) In the **Table Tools** section, in the **Merge** group, click the **Merge Cells** 

button to combine the selected cells.

2.3.9.2. Splitting Cells

To split cells:

(1) Select the cell that you want to split into multiple cells.

(2) In the **Table Tools** section**,** in the **Merge** group, click the **Split Cells** button

, and open the **Split Cells** dialog box.

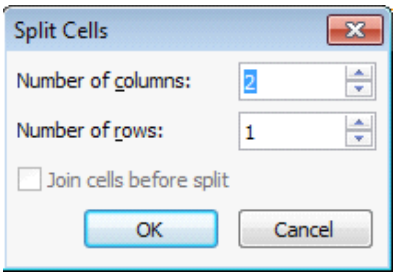


Figure 2.3—16 The Split Cells dialog dox

(3) Enter the number of columns or rows that you want to split into the **Number of columns** and **Number of rows** sections.

(4) If you select several cells, you can choose the **Join cells before split** check box to merge cells before the split.

(5) Click **OK** to complete.

2.3.9.3. Splitting Tables

Kingsoft Writer provides a table splitting function, there are two ways to use it:

1. Split tables through command:

You can split tables via command in the **Table Tools** tab**:**

(1) Place the insertion point in the cell that you want to split, go to the **Table Tools** tab.

(2) In the **Table Tools** tab, in the **Merge** section, select **Split Table by Row** or **Split Table by Column** from the **Split Table** drop-down list.

(3) Place the cursor between the two lines on the border that you want to split, show bright state, click the border can be split table.

2. Split tables using the right-click menu:

The steps to splitting tables are as follows:

(1) Place the insertion point in a cell.

(2) Right-click and select **Split Table** in the opened shortcut menu. Choose **Split Table by Row** or **Split Table by Column** based on your requirements.

Tips: To select a certain row in the table, you can select **Split Table by Row,** to select a certain column in the table, you can choose **Split Table by Column.**

Before

A	B	C	D
100	100	99	98

After

A	B	C	D
100	100	99	98

Figure 2.3—17 Selecting a row and splitting the table

2.3.10. Rows and Columns

1. Adjusting the Row Height

You can quickly modify row height using the mouse, or by going to the **Table Properties** section of **Table Tools.** Here you can specify the exact row height.

2. Adjusting the Row Height using the Mouse

The steps are as follows:

(1) Move the cursor to the bottom border line that you want to adjust the row height for. The cursor should then change into an arrow.

(2) Press the left mouse button and drag up or down, a dotted line will appear to indicate the proposed new line height. This is detailed as follows:

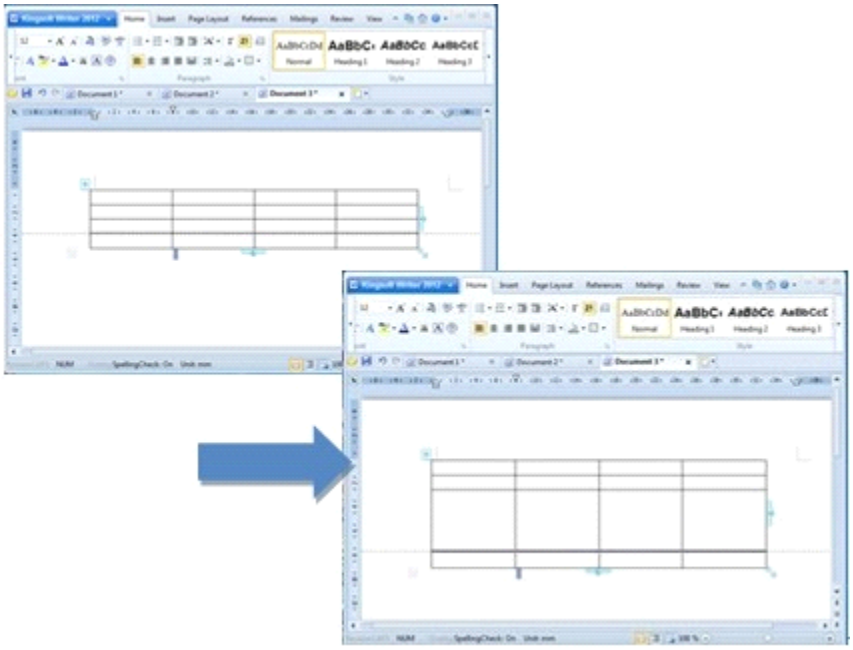


Figure 2.3—18 Adjusting row height using the mouse

(3) Once you are satisfied with the new row height simply release the left mouse button.

3. Adjusting the Row Height using Table Properties

The steps are as follows:

(1) Select the desired number of rows for which you want to adjust the height. Go to the **Table Tools** tab.

(2) In the **Tables** section, select **Table Properties** and open the **Table Properties** dialog box.

(3) Select the **Row** tab. See below:

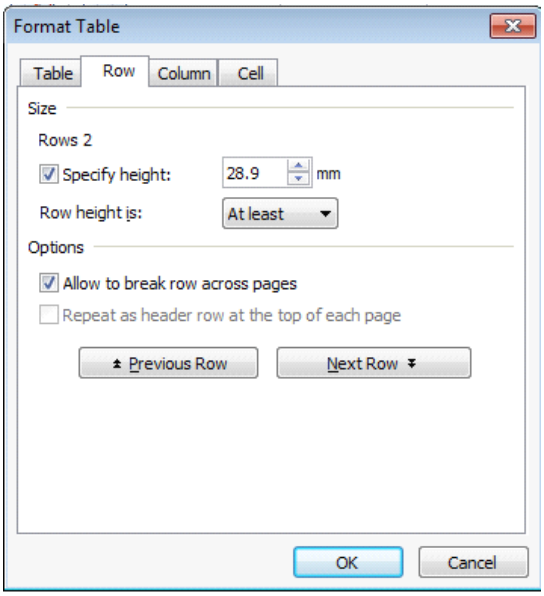


Figure 2.3—19 The Row tab

(4) Choose the **Specify height** check box, and set the exact height in the text box to the right.

(5) The **Row height is** section offers two options; **At least** and **Exactly**.

- If you select **At least**, the row height will always be the minimum possible and will automatically adjust to the content.
- If you select **Exactly**, the row height will be a fixed value. If the contents of the cell exceed this fixed height, Kingsoft Writer will not display or print the excess.

(6) In the **Options** group, there are two check boxes: **Allow to break row across pages** and **Repeat as header row at the top of each page.**

- If you activate the **Allow to break row across pages** option,any overly long lines will be split and spread across multiple pages, as opposed to having the whole line move to the next page.
- Choose **Repeat as header row at the top of each page** check box is only effective in the treatment form the first line.

(7) Clicking either the **Previous Row** button or the **Next Row** button will allow you to set the height of other rows.

(8) Click the **OK** button.

4. Adjusting Column Width

You can quickly modify column width using the mouse, or by going to the **Table**

Properties section of the **Table Tools** tab. Here you can specify the exact column width.

5. Adjusting Column Width using the mouse

The steps are as follows:

(1) Move the cursor to the bottom border line of the column for which you wish to adjust the width. The cursor should then change into an arrow.

(2) Hold the left mouse button and drag up or down, a dotted line will appear to indicate the proposed width:

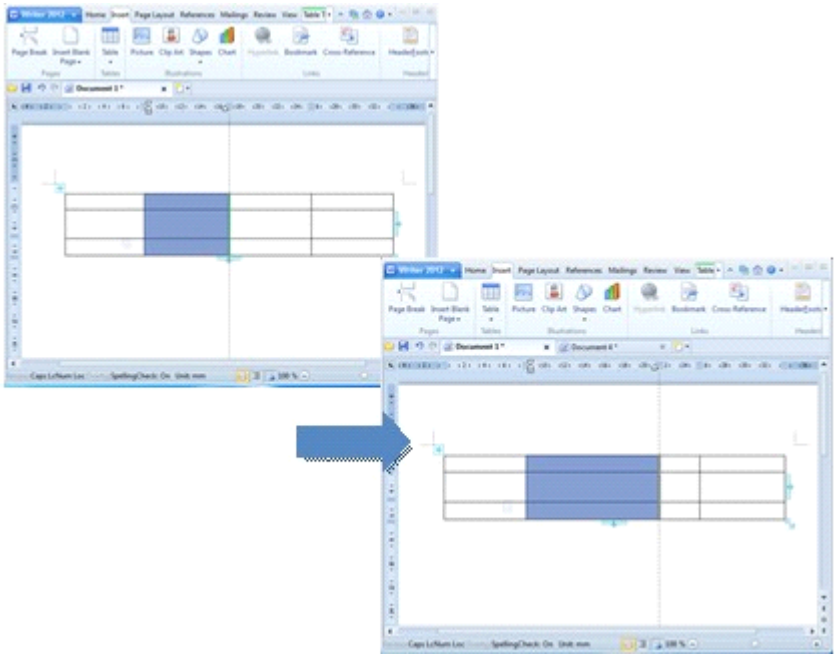


Figure 2.3—20 Adjusting the column width using the mouse

(3) When you are satisfied, simply release the mouse.

Tips:

- To adjust the width of a certain column, select a cell and drag the right hand border line to change the width of the entire column.
- Kingsoft Writer provides the adsorption table border adjustment function when the cell borders you want to move closer to other closest moves to the border, it will automatically align adsorption, and to highlight, as shown below: greatly improve the efficiency of border adjustment operation.
- Pressing the Shift key while holding the left mouse button will alter the columns in the column width without affecting the column next to the column width.

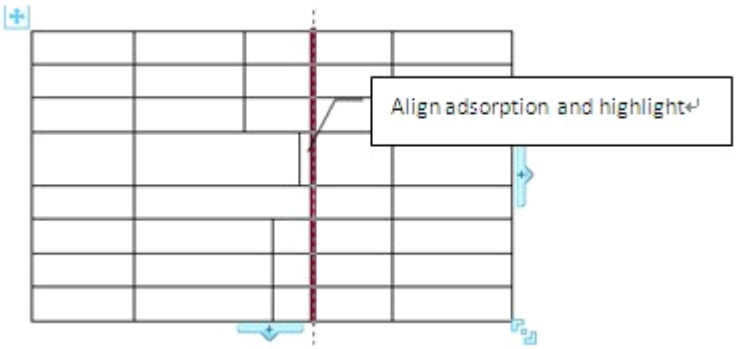


Figure 2.3—21 Adjust the table using adsorption

6. Adjusting the Column Width using Table Properties

The steps are as follows:

(1) Place the insertion point in a cell within the column for which you wish to adjust the width or select one row or several rows that you want to adjust, and go to the **Table Tools** tab.

(2) In the **Tables** group, select **Table Properties** and open the **Table Properties** dialog box.

(3) Select the **Column** tab, shown as follows:

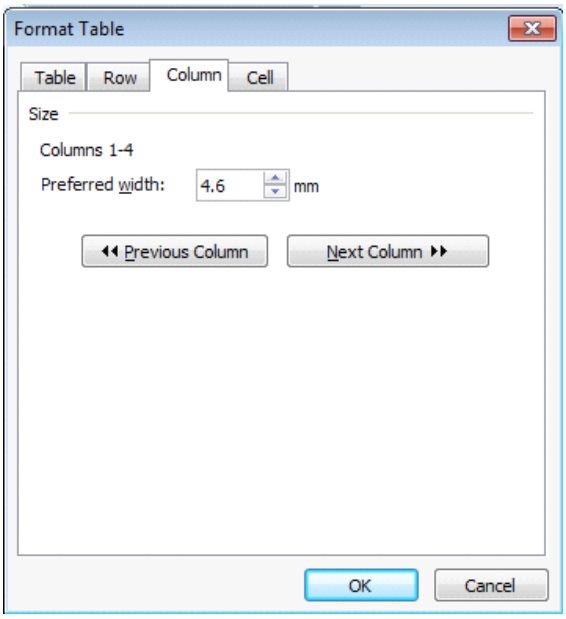


Figure 2.3—22 The Column tab

(4) Select the **Specify height** check box, and set the exact width in the text box to the right.

(5) Click the **Previous Column** button or the **Next Column** button to set the width of

another column.

(6) Click **OK**.

Tips: Kingsoft Writer can be automatically adjusted according to the size of the window column width, simply place the insertion point in the table, on the **Table Tools** tab, in the **Adjust** group, click **AutoSize to Window** button.

2.3.11. Aligning Style in a Table

The steps to setting table alignment are as follows:

(1) Select the cell that you want to set alignment and go to the **Table Tools** tab.

(2) In the **Table Tools** tab, in the **Align Style** section, select the align style you prefer:

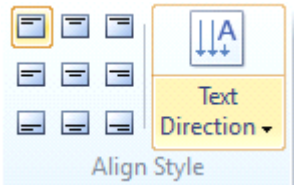


Figure 2.3—23 Text Direction

2.3.12. Text Direction

To set text direction simply:

(1) Place the insertion point in the cell that you want to set text direction.

(2) In the **Table Tools** tab, in the **Align Style** group, select the **Text Direction** icon, and open the **Text Orientation** dialog box, shown as follows:

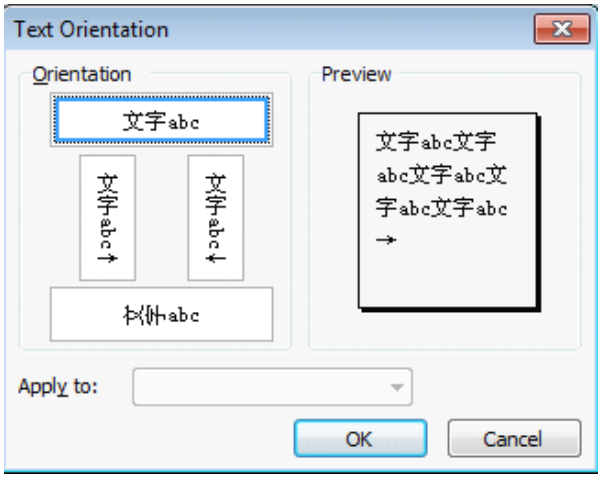


Figure 2.3—24 The Text Orientation dialog box

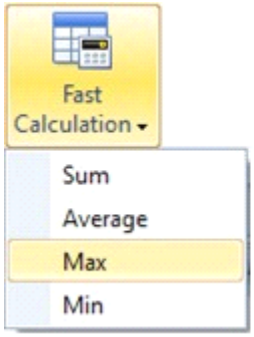
(3) Select your desired text direction, and click the **OK** button to exit.

2.3.13. Fast Calculation in a Table

Kingsoft Writer provides simple calculation methods such as sum, average, maximum and minimum. To make use of these aids, follow these steps:

(1) Place the insertion point in the cell that you want the calculation results to be displayed.

(2) In the **Table Tools** tab, in the **Data** section, select the **Fast Calculation** icon. Kingsoft Writer provides **Sum, Average, Maximum** and **Minimum** calculations:



A	B	C
1	2	3
2	3	4
2		

Figure 2.3—25 Fast Calculation

2.3.14. Repeat Headings

Headings are the first line in a table, when you require a large multi-page display table, display table should be repeated in the title page. To achieve this, select one row or several rows as a heading, go to the **Table Tools** tab**,** in the **Data** group, and click **Repeat Headings**

.

Tips: Kingsoft Writer can automatically repeat the headings of the table based on page breaks. However, if page breaks are manually produced then you cannot repeat the table headings.

2.3.15. Converting Tables into Text

To use the **Convert Table to Text** function, follow these steps:

- Using **Convert Table to Text,** you will have a fixed separator (full or half-width) of the text into table quantities, usually used to add text data to the original data table.

- Using **Convert Table to Text,** choose the **Convert nested tables** check box. You will convert a nested table into a one-time text, usually used to copy web content into a single text.
- Using **Convert Table to Text,** you can also convert data into a database table.

In the **Table Tools** tab, in the **Data** group, click **Convert Table to Text** and open the dialog box shown as follows:

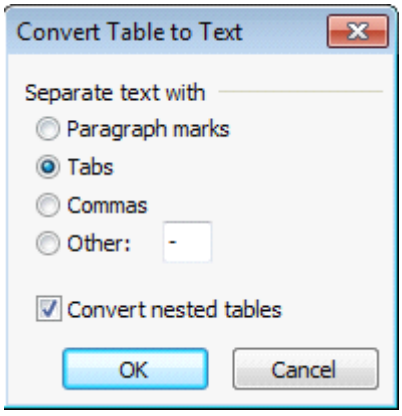


Figure 2.3—26 The Convert Table to Text dialog box

You can also open this dialogue box by going to the **Tables** section of the **Insert** tab, and selecting either **Convert Text to Table** or **Convert Table to Text.**.

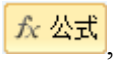
2.3.16. Formula

2.3.16.1. Automatically make Calculations using the Formula Field

The steps are as follows:

1. Method 1:

(1) Automatically make calculations using the Formula Field.

(2) In the **Data** section of the **Table Tools** tab, click Formula 

, and open the Formula dialog box:

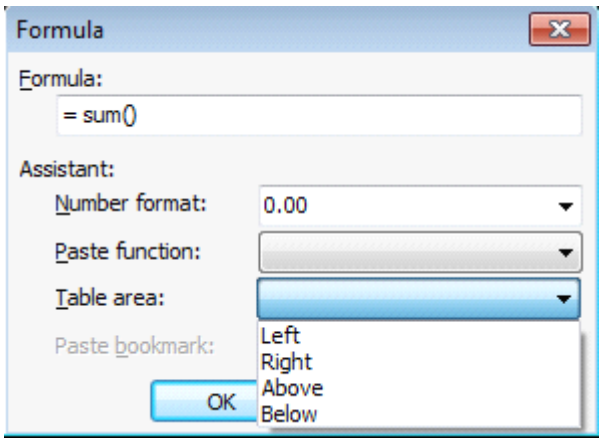


Figure 2.3—27 The Formula dialog box

(3) In the **Formula** box, modify or enter the formula.

(4) In the **Number format** box, choose or customize the number format.

(5) In the **Paste function** drop-down list, choose the required function. The selected function will automatically paste to the **Formula** box.

(6) In the **Table area** drop-down list, choose the required area. The selected area will automatically update the corresponding parameter of the function in the **Formula** box.

(7) Click **OK** to close the dialogue box. The calculation result will then be shown in the cell.

2. Method 2:

(1) In the **Text** section of the **Insert** tab, click **Fields**, and open the **Fields** dialog box.

(2) You can enter the corresponding formula in the **Field Codes**. See the following figure:

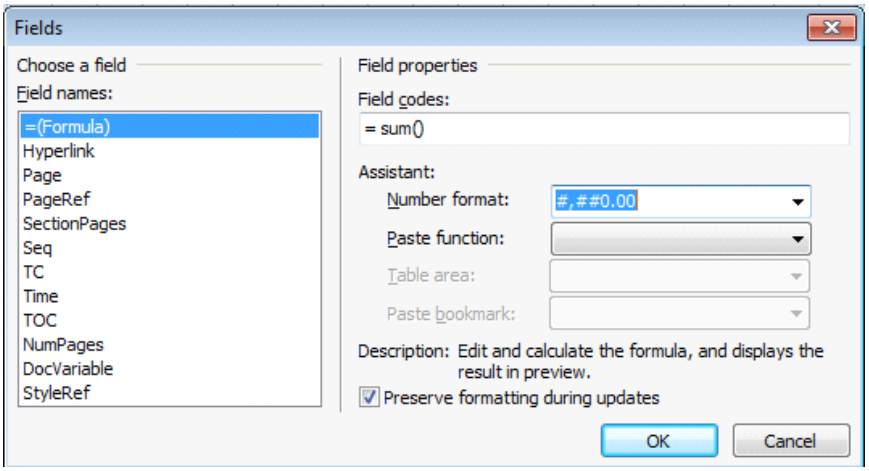


Figure 2.3—28 The Fields dialog box

(3) When finished, right-click and select the **Toggle Filed Codes** button to yield results.

3. Method 3:

(1) Place the insertion point in the cell where you want the calculation results to be displayed, then press **Ctrl+F9** to insert the field markup { }.

(2) Right-click, select **Edit Filed** in the opened shortcut menu and enter the formula consisting of =, function, number and cell name.

(3) Right-click and select **Toggle Field Codes** from the drop-down menu. The formula calculation result will then be displayed.

Caution: Do not use keyboard to insert the field markup.

2.4. Illustrations

Kingsoft Writer allows you to easily brighten up your work by inserting an array of clip art files and pictures. Writer includes a large clip art library containing a multitude of images stored in different categories and in different folders, allowing for ease of access. You can also insert pictures from an external source.

2.4.1. Pictures

To insert pictures from an external source, follow these steps:
(1) Place the cursor where you want to insert the picture.

(2) In the **Illustrations** section of the **Insert** tab, click **Picture** , and open the **Insert Picture** dialog box.

(3) Select a file from the **From File** section. You can then select the picture that you wish to insert in the list box below.

(4) Click the **Open** button to insert the picture into the current document.

Tips: You can also open the folder where the picture is located, select the picture, and drag it to the appropriate location to avoid the tedious search.

2.4.2. Clip Art

The steps to insert clip art are as follows:

(1) Move the cursor to the location where you want to insert the graphic.

(2) In the **Illustrations** section of the **Insert** tab, click , and open the **Clip Art** task window.

(3) Select the category of the **Clip Art** in the **Clip Art** task window.

(4) In the **Category** under the **Preview** box, the preview image appears in this category.

(5) Double-click the clip art you want in the **Preview** section, to insert it into the document:

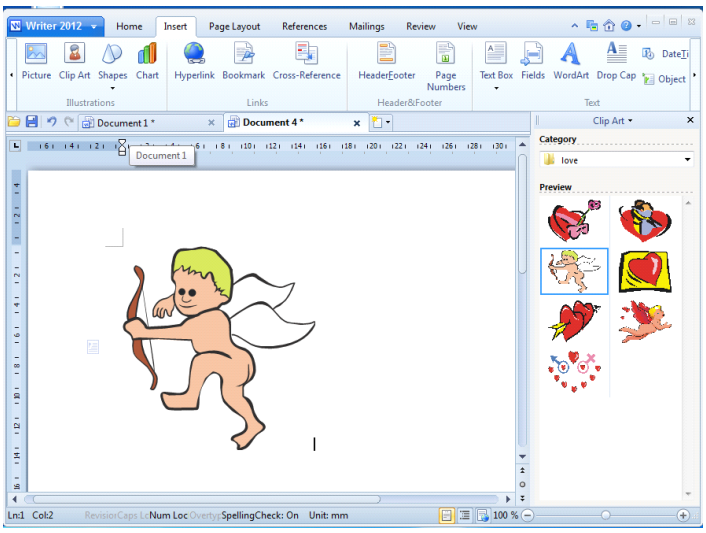


Figure 2.4—1 The Insert Clip Art dialog box

2.5. Picture Tools

Select the inserted picture or clip art to bring up the **Picture Tools** menu. This menu will allow you to adjust or modify any inserted pictures or clip art**.**

2.5.1. Picture Adjust

2.5.1.1. Color

To change the color of the inserted picture:

(1) Select the appropriate picture or clip art, and go to the **Picture Tools** tab.

(2) In the **Picture Adjust** section, select the **Color** drop-down menu. You can then choose between **Automatic, Grayscale, Black_White,** or **Washout** options.

(3) If you select the **Automatic** option, the picture will be the same color as the original.

(4) If you select **Greyscale,** the picture will change into shades of grey proportionate to the original colors.

(5) If you select **Black_White,** the picture will be converted into a pure black and white picture.

(6) If you select **Washout,** the picture will be changed into the most appropriate for the watermark image brightness and contrast of colors.

(7) In the **Picture Adjust** section, select the **Adjust Picture** drop-down menu, this includes the **More Contrast, Less Contrast** option **that** allows you to adjust the image saturation and brightness. The higher the contrast ratio, the less the grey the color, the lower the contrast, the more grey the color.

(8) In the **Picture Adjust** section, select the **Adjust Picture** drop-down menu, this includes the **More Brightness** and **Less Brightness** options that allow you to adjust the picture brightness. The brighter the color, the more white, the darker the color, the more black. See below:

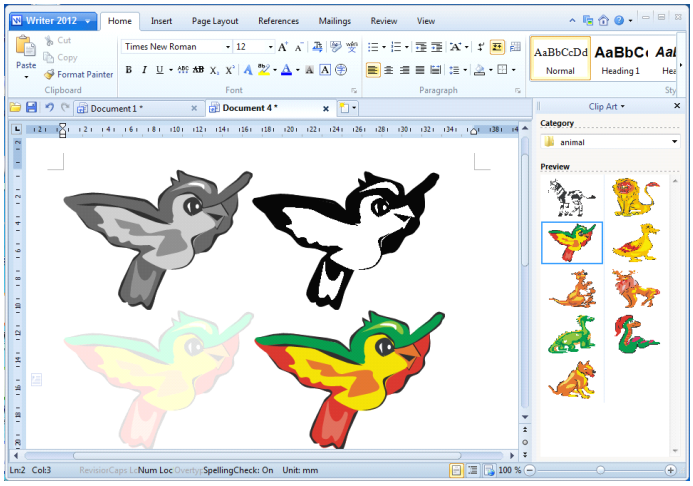


Figure 2.5—1 Adjusting the picture brightness

2.5.1.2. Compressing Pictures

To compress pictures resolution:

(1) Select the appropriate picture and bring up the **Picture Tools** tab.

(2) In the **Picture Adjust** group, select **Compress Pictures**, and open the **Compress Pictures** dialog box, shown as follows:

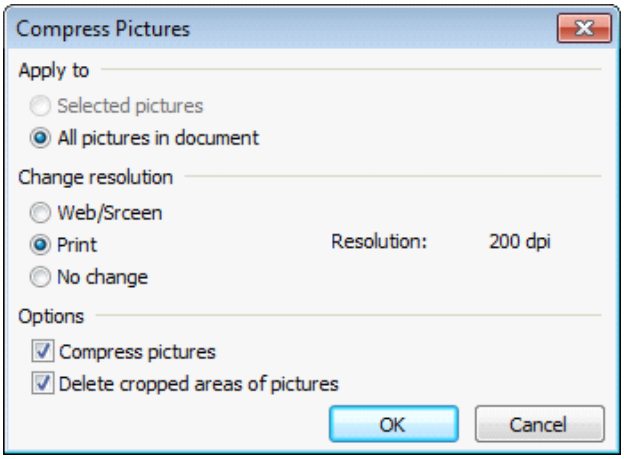


Figure 2.5—2 The Compress Picture dialog box

(3) In the **Apply to** section you can choose **Selected pictures** or **All pictures in document.**

(4) In the **Change resolution** section, select the type of resolution that you want to apply.

(5) In the **Options** section, choose **Compress pictures** or the **Delete cropped areas of pictures** check box.

(6) Click the **OK** button to compress the selected pictures.

2.5.1.3. Changing Pictures

To change the picture from an original file, follow these steps:

(1) Select the appropriate picture, and bring up the **Picture Tools** tab.

(2) In the **Picture Adjust** section, click **Change Picture**, or right-click the picture, and select the **Change Picture** option.

(3) In the **Change Picture** dialog box, choose had been changed picture.

(4) Click the **Open** button to exit.

(5) The original picture will have changed into to a new picture that you want, though the document layout will be exactly the same as before.

(6) In addition, you can right-click the picture, select **Change Picture,** and open the **Change Picture** dialog box.

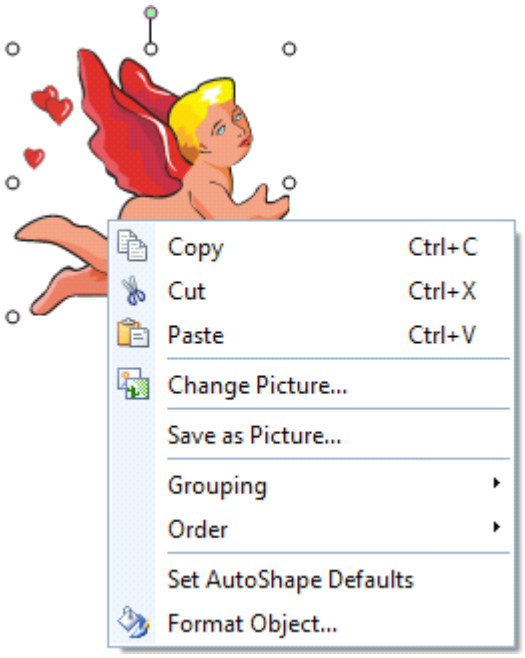


Figure 2.5—3 The Change Picture shortcut menu

2.5.1.4. Resetting Pictures

To reset pictures back to their original format, follow these steps:

(1) Select the appropriate picture and bring up the **Picture Tools** tab.

(2) In the **Picture Adjust** section, select **Reset Picture.** The picture will then immediately return to its original state.

(3) After drawing a graphic object you have the option to add special effects to it, this

includes the ability to, change the line, change the fill color, add shading, or add a three-dimensional effect.

2.5.2. Picture Styles

2.5.2.1. Changing Shape Style

To change the line style to shapes, select the **Drawing Tools** tab, go the **Shape Styles** section and select the **Shape Outline** drop-down menu. You can then choose your preferred line style from the **Style Palette** list**.**

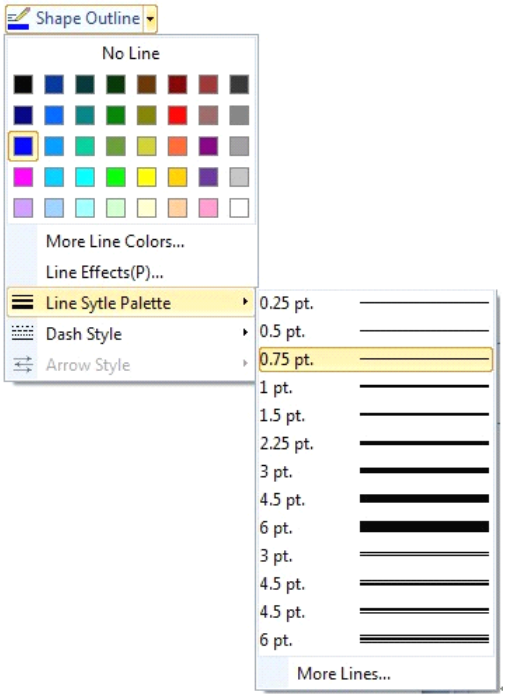


Figure 2.5—4 The Line Style Palette list

- To set dash style, select **Dash Style** from the **Picture Outline** drop-down menu. Choose a dashed line or dotted line from the **Dash Style** list menu**.**
- To set the selected shapes as a straight line or an arrow, go to the **Drawing Tools** tab, in the **Shape Style** section, select **Arrow Style** from the **Shape Outline** drop-down list. You can then select one of the arrows from the **Arrow Style** menu**.**

Tips: To set the exact width of the line and arrow style, you can right-click the shape, select **Format Object,** and choose **Set AutoShape Defaults.**

2.5.2.2. Changing Shape Fill

To fill in objects with different colors, patterns, textures, and other effects, follow these steps:

(1) Select the appropriate shape and go to the **Drawing Tools** tab.

(2) In the **Shape Styles** tab**,** select the color you like from the **Shape Fill** drop-down list, shown below:

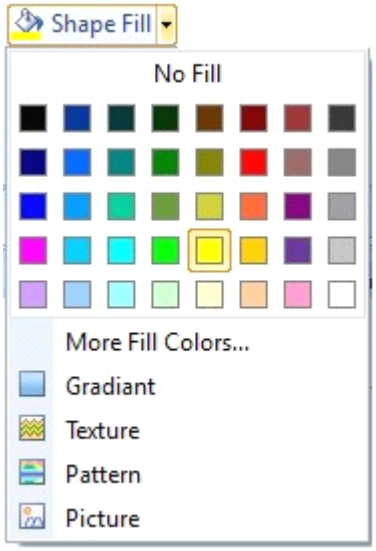


Figure 2.5—5 The Shape Fill list

- If you select **No Fill** from the **Shape Fill** list, the picture will become transparent.
- You can also set **Gradiant, Texture, Pattern** or **Picture** in the **Picture Fill** drop-down list.

(3) Select Gradiant, open the **Gradient** option in the **Fill Effects** dialog box:

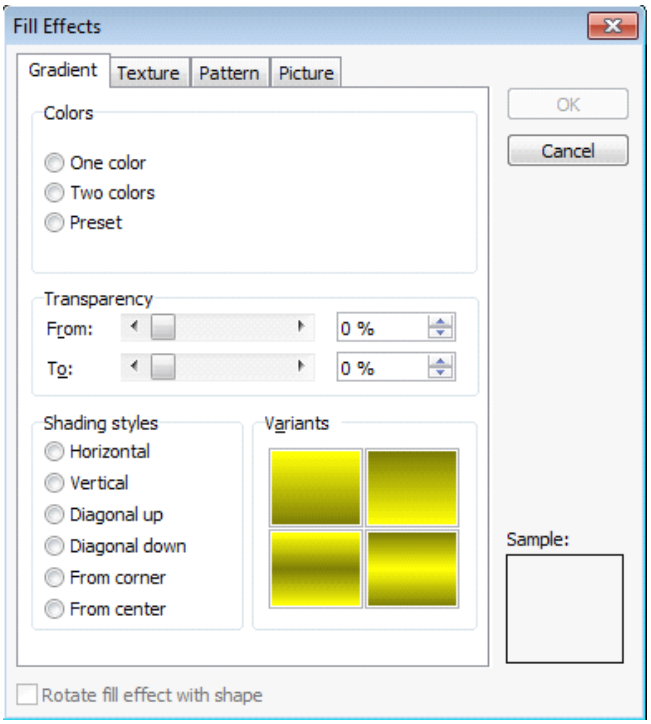


Figure 2.5—6 The Fill Effects dialog box

(4) Choose one of effects in the **Fill Effects** dialog box, and click **OK**.

2.5.2.3. Line Color and Styles

Kingsoft Writer provides a plethora of line color and styles, to choose one simply follow these steps:

(1) Select the appropriate shape.

(2) In the **Drawing Tools** tab, in the **Shape Styles** section, choose the **Shape Outline** option.

(3) If want to set the line style, Writer offers **Line Style Palette, Dash Style,** and **Arrow Style** options.

(4) Alternatively, you can double click the shape, and open the dialog box shown below:

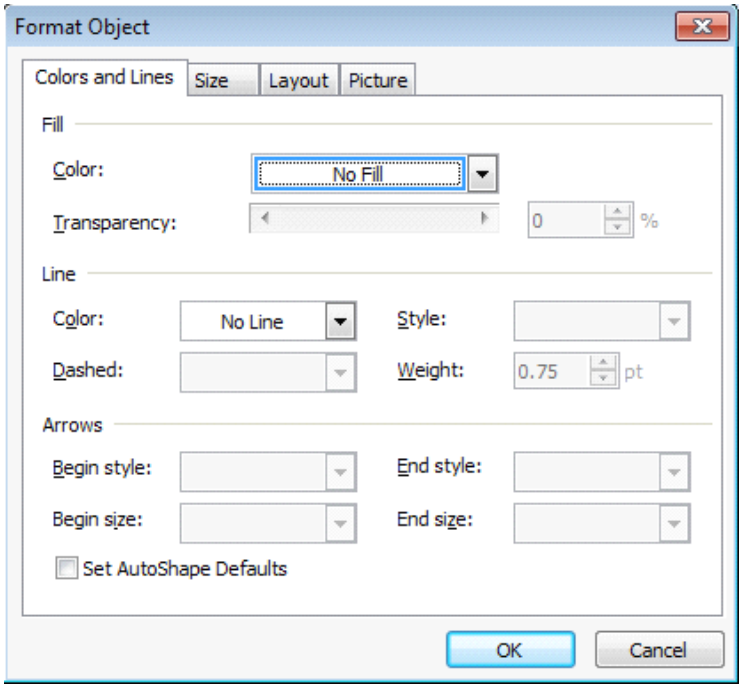


Figure 2.5—7 The Colors and Lines tab

(5) Make the appropriate settings and click **OK.**

Tips: In the **Shape Style** tab, select **Old Tools** from the bottom right to open the **Format Object** dialog box. You can then make the appropriate settings and click **OK.**

2.5.3. Zooming and Cropping

2.5.3.1. Zooming a Picture

To set the size of a picture select the **Size** option in the opened **Format Object** dialog box:

1. Adjust manual

(1) Click the picture that you want to zoom, it appears around 8 to punctuate.

(2) To zoom the image horizontally or vertically, move the cursor to any of the four sides of the picture to the handle. To zoom the picture along the diagonal direction, move the cursor to the handle in any of the four corners of the picture, the mouse pointer will transform into two arrows pointing in different directions.

(3) Press the left mouse button, drag the mouse along the zoom direction, a dashed box will indicate the potential change in the size of the picture.

(4) Release the left mouse button when you are satisfied with the changes.

Figure 2.5—8 Before and After magnifying a picture

2. Zoom using a Dialog Box

You can set the size of a picture using a dialog box:

(1) Highlight the picture that you want to zoom and bring up the **Picture Tools** tab.

(2) In the **Picture Styles** section, select the **Old Tools** button from the bottom right. This will open the **Format Object** dialog box.

(3) Select the **Size** tab. In the **Size and Rotate** section, enter the exact height and rotation. You can also set the zoom ratio of the vertical and horizontal in the **Zoom** section. If you tick the **Lock aspect ratio** check box, you can set the not equal vertical and horizontal zoom ratio.

(4) Click the **OK** button.

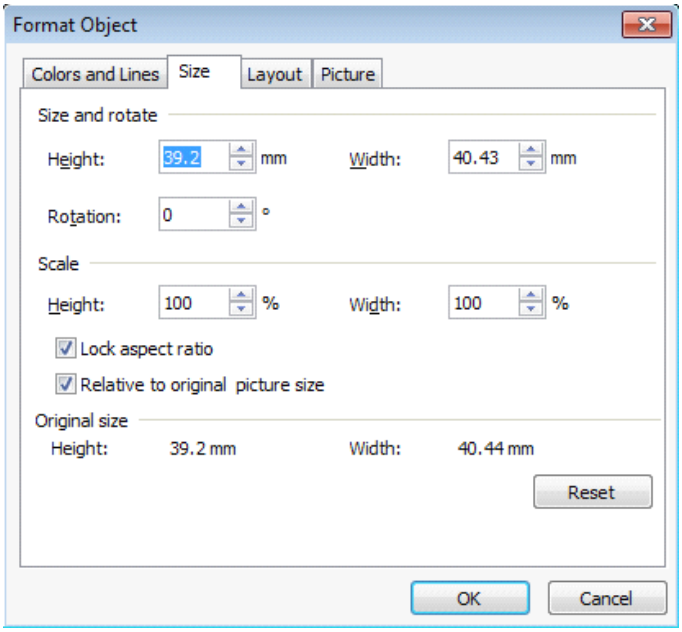


Figure 2.5—9 The Size tab

2.5.3.2. Cropping Pictures

There are two ways to crop a picture:

1. Crop using the Dialog Box

(1) Right-click the picture that you want to crop, select the **Format Object** command in the shortcut menu, this will produce the **Format Object** dialog box.

(2) Go to the **Crop from** section of the **Picture** tab,enter values into the **Left, Top, Right** and **Bottom** sections to crop the picture by those amounts.

(3) Click the **OK** button to complete.

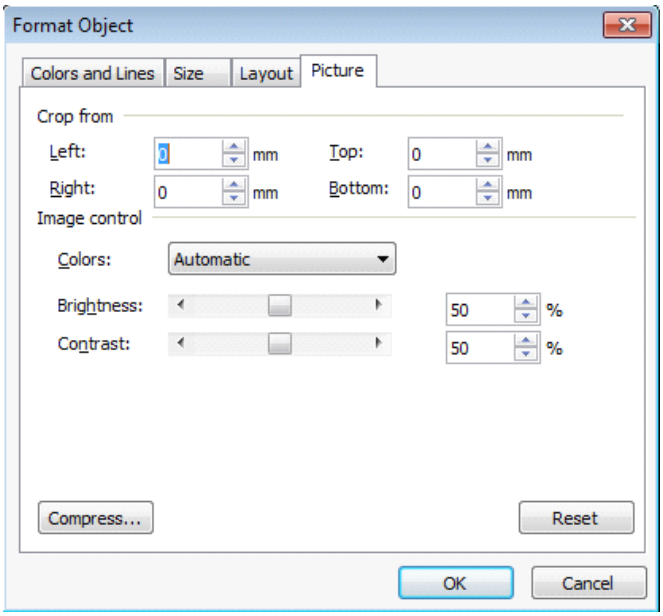


Figure 2.5—10 The Picture tab

2. Crop Manually

(1) Select the picture that you want to crop.

(2) Go to the **Picture size** section of the **Picture Tools** tab and select Crop. This will cause eight handles to appear around the picture, shown as follows:

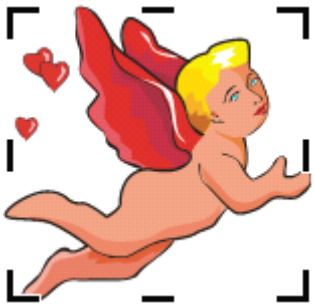


Figure 2.5—11 The Control handles

- To crop the image horizontally or vertically, move the cursor to any of four handles on the side of the picture. To crop the picture along the diagonal direction, move the cursor to any of the four handles in the corner of the

picture. The cursor will automatically transform into two arrows facing in opposite directions.

- Hold the left mouse button and drag the cursor in the zoom direction, a dashed box will indicate the potential amount of the picture that will be cropped.
- Release the left mouse button when satisfied.

2.5.4. Object Effect

You can add 3-D or shadow effect to a picture by following these steps:

(1) Select the appropriate picture.

(2) In the **Picture Styles** section of the **Picture Tools** tab, select **Object Effect.**

(3) Select **Shadow Setting** and **3-D Settings** in the toolbar and choose your preferred styles.

2.5.4.1. Shadow Settings

The steps to set shadow are as follows:

(1) Select the appropriate picture.

(2) In the **Shadow Setting** section of the **Picture Tools** tab, select **Shadow Style**.

(3) To adjust the size and direction of the shadow, select the shadow spinner to the right of the **Shadow On / Off button**:

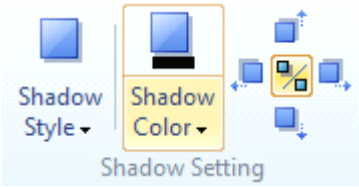


Figure 2.5—12 The shadow setting menu

(4) The four functions of the shadow spinner:

- Shift Shadow Up: move the shadow to the top of the object.
- Shift Shadow Down: move the shadow to the bottom of the object.
- Shift Shadow Left: move the shadow to the left of the object.
- Shift Shadow Right: move the shadow to the right of the object.

2.5.4.2. Setting the Color of the Shadow

To change the color of a shadow:

(1) Go to the **Shadow Setting** section of the **Drawing Tools** tab, and select the arrow beside the **Shadow Color** button. You can then select any color that you like from the **Color** dialog box, shown as follows:

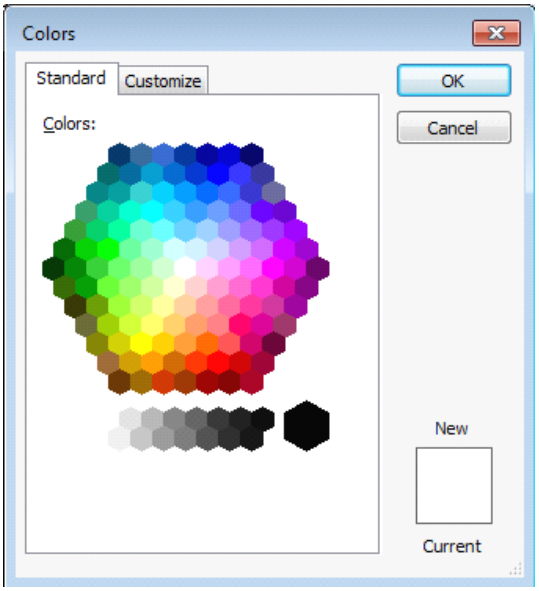


Figure 2.5—13 Setting the color of a shadow

(2) Select your color preference and click **OK**.

(3) Select **Semitransparent Shadow** to meet your personal demands in the **Color Panel**.

2.6. Object Alignment

In Kingsoft Office 2012, the inserted contents can be divided into two categories; text, and objects. The latter category includes tables, text boxes, pictures, AutoShape, WordArt, and a variety of OLE objects. This chapter will show you how to deal with the relationship between objects and text, and between objects and objects.

2.6.1. The Relationship between Objects and Objects

In Kingsoft Office, the relationship between objects centers upon three areas, alignment, stacking sequence, and grouping.

2.6.1.1. The Alignment of Objects

In the Writer, you can adjust the position of the objects on the page, as well as the size and space between several objects.

You can adjust the position of objects using the **Drawing Tools** tab, the **Picture Tools** tab, or the **Arrange and Align** option in the **WordArt** tab.

For example, insert shape, and explain relevant object layout.

Select the shape that you want to insert and go to the **Arrange** section of the **Drawing Tools** tab. Select the **Align** drop-down list, shown as follows:

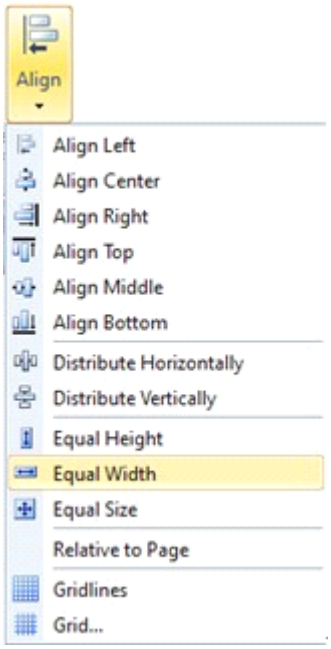


Figure 2.6—1 The Align drop-down list

2.6.1.2. Aligning Objects

Kingsoft provides six alignment options: align left, align center, align right, align top, align middle, and align bottom.

The following example shows how to align multiple different objects:

(1) Hold the **Ctrl** key and select three objects that you want to align:

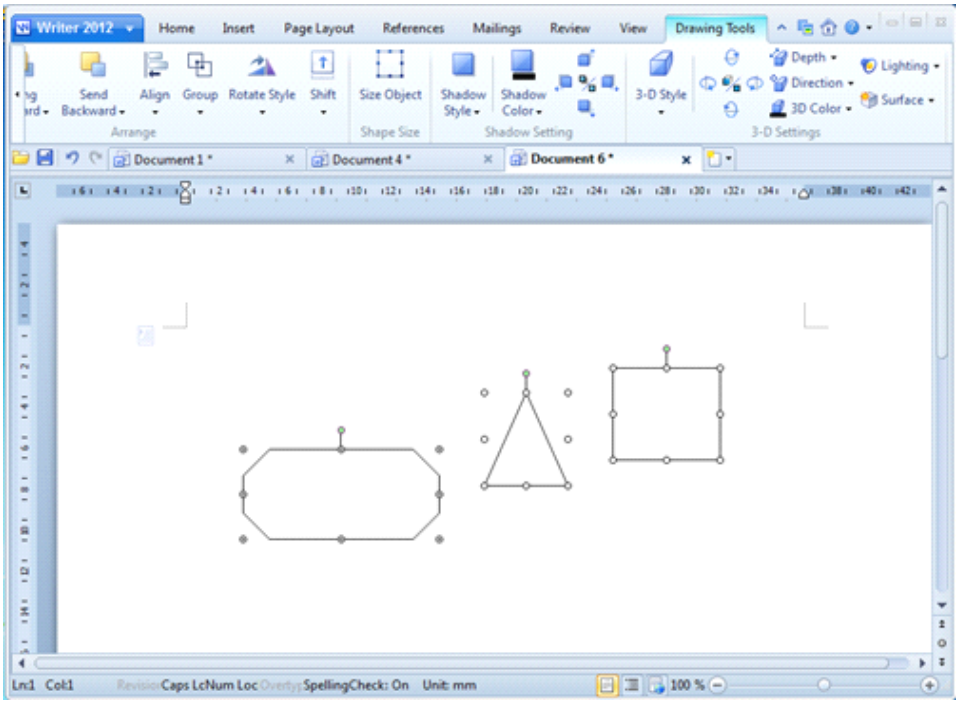


Figure 2.6—2 Selecting multiple objects

(2) In the **Arrange** section of the **Drawing Tools** tab, select **Align Center and Relative to Page** in the **Align** drop-down list. The effect should look as follows:

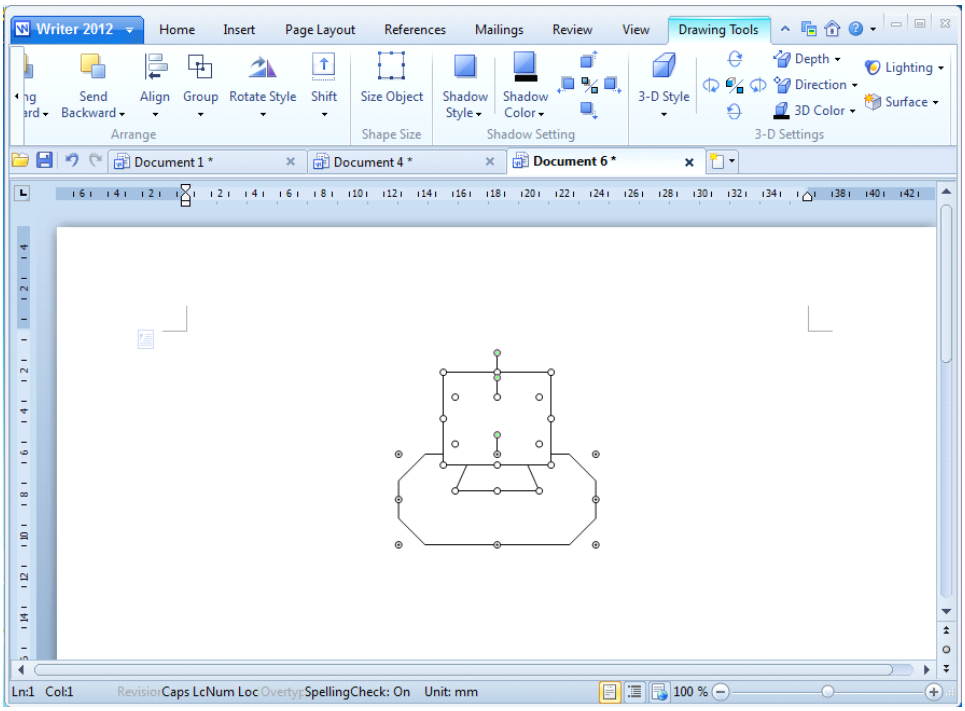


Figure 2.6—3 Aligning objects

2.6.1.3. Adjusting Size and Space

When you select two or more objects, these objects can be adjusted with the current selected object contour, width, or other dimensions. In addition, when you select three

or more objects, you can set the spacing between these objects in the horizontal or vertical direction automatically uniform homogeneous.

To adjust the size or spacing of multiple objects, first select the all objects that you want to adjust, and go to the **Arrange** section of the **Drawing Tools** tab. Select different options from the **Align** drop-down list.

Adjust to multiple objects when an object if you want to make wide or high as a benchmark, then select this object at last when you select objects, making it become the current object.

Command	Effect
Distribute Horizontally	Automatically adjusted in the horizontal direction, so that all objects have equal spacing in the horizontal direction.
Distribute Vertically	Automatically adjusted in the vertical direction, so that all objects have equal spacing in the vertical direction.
Equal Height	Automatically adjusted the height, the height of all objects the same as the current object
Equal Width	Automatically adjusted the width, the width of all objects the same as the current object
Equal Size	Automatically adjusted the size of the objects the size of all objects the same as the current object.

Table 2.6- 1 Table detailing the Command and Effect of Objects adjustment

2.6.1.4. Grouping

Sometimes you may need to combine multiple objects to form a larger object for the sake of ease:

(1) Hold the **Ctrl** key and select three objects in the document.

(2) Right-click and select **Grouping / Group** from the opened shortcut menu.

After you have combined objects, should you wish to cancel the combination, select the combined object and right-click. You can then select **Grouping / Ungroup** from the opened shortcut menu.

2.6.2. The Relationship between Objects and Text

The relationship between objects and text centres primarily on objects wrapping.

There are two wrapping options: one is in front of the text, the other is behind the text.

To appply either of these settings, follow these steps:

(1) Select the appropriate object, right-click and select the **Format Object** option from the opened shortcut menu. This will open the **Format Object** dialog box:

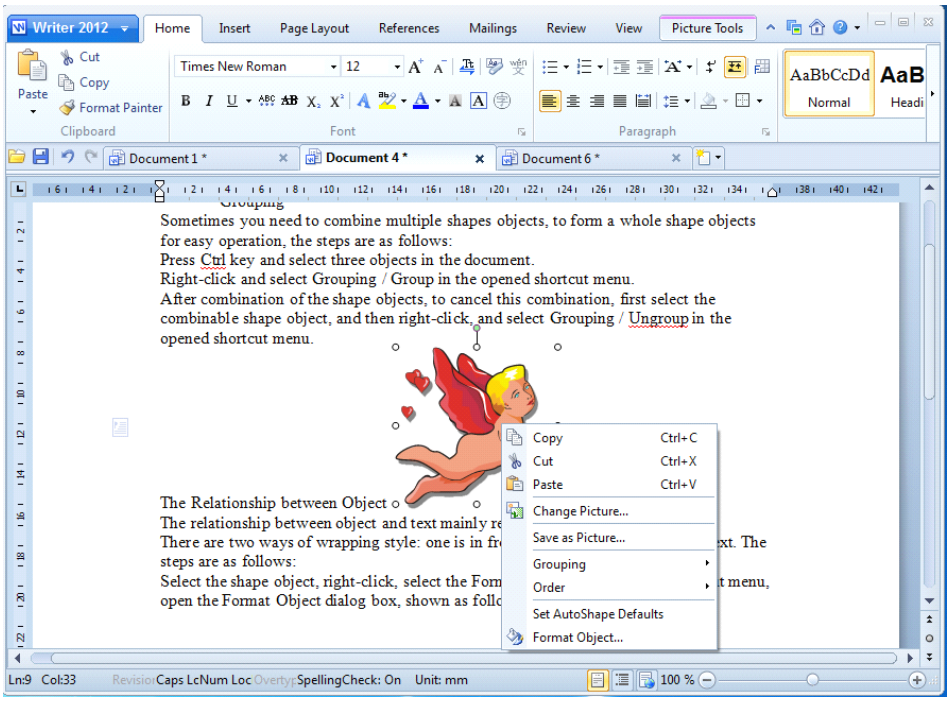


Figure 2.6—4 Setting the object format

(2) Go to the **Wrapping** section of the **Layout** tab and select **Behind Text**:

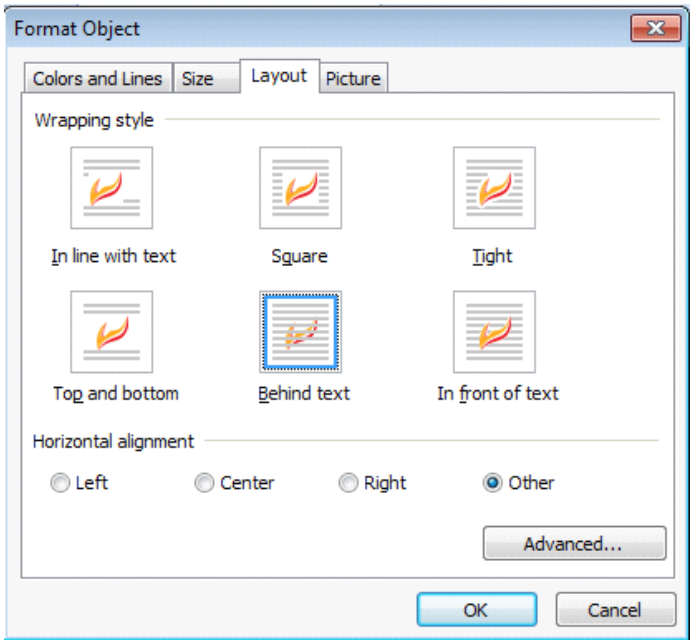


Figure 2.6—5 Setting the Wrapping style

(3) Click **OK** to complete. The effect should be similar to that shown below:

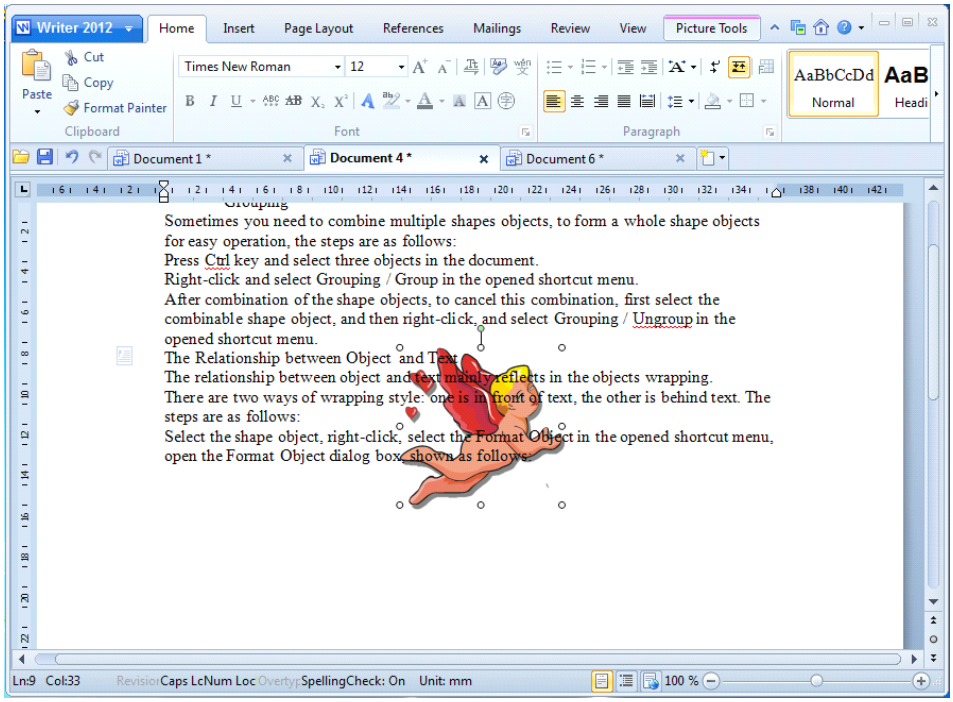

Writer 2012
Home
Insert
Page Layout
References
Mailings
Review
View
Picture Tools
Times New Roman
12
Normal
Document 1 *
Document 4 *
Document 6 *
Sometimes you need to combine multiple shapes objects, to form a whole shape objects for easy operation, the steps are as follows:
Press Ctrl key and select three objects in the document.
Right-click and select Grouping / Group in the opened shortcut menu.
After combination of the shape objects, to cancel this combination, first select the combinable shape object, and then right-click, and select Grouping / Ungroup in the opened shortcut menu.
The Relationship between Object and Text
The relationship between object and text mainly reflects in the objects wrapping.
There are two ways of wrapping style: one is in front of text, the other is behind text. The steps are as follows:
Select the shape object, right-click, select the Format Object in the opened shortcut menu, open the Format Object dialog box, shown as follows:
Ln:9 Col:33
Caps Lock
Num Lock
SpellingCheck: On
Unit: mm
100 %

Figure 2.6—6 An object placed behind text

2.7. Links

2.7.1. Hyperlinks

The create a hyperlink, follow these steps:

(1) Select the appropriate text.

(2) Go to the **Link** section of the **Insert** tab and select **Hyperlink. This** will produce an **Insert Hyperlink** dialog box, shown as follows:

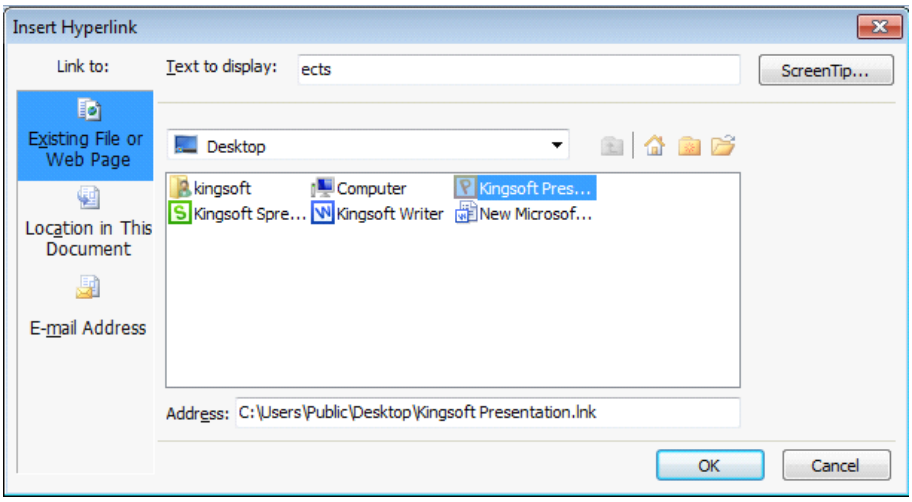


Figure 2.7—1 The Insert Hyperlink dialog box

(3) The **Text to display** box will show the content that you had selected in step 1. If it is text, you can edit it directly.

(4) Select the type of hyperlink you want in the **Link to** tab.

- Select **Existing File or Web Page** and choose the text or web page address that you want to link to on the right.
- Select the **Location in This Document** option, the title or bookmark name of the current file will appear on the right. You can then choose the file position where you want to insert the link.

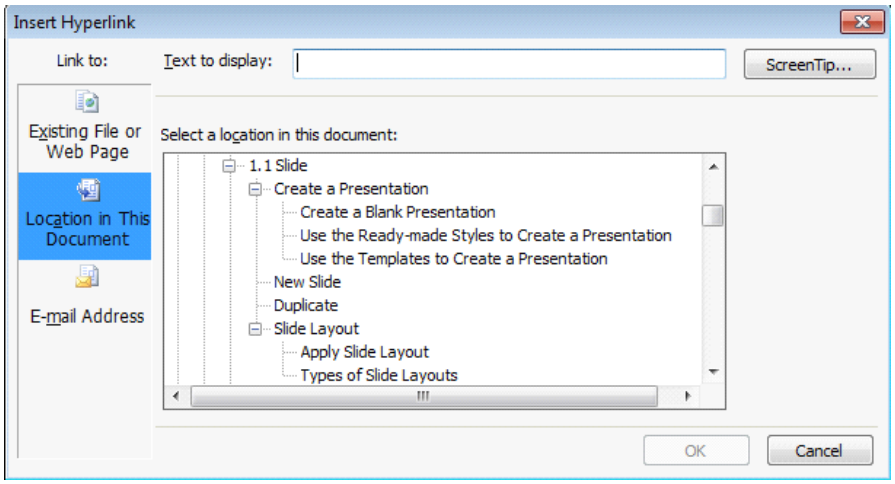


Figure 2.7—2 Selecting hyperlink location in the document

- Select the **E-mail Address** option, enter the E-mail address into the text box, and enter the E-mail subject into the **Subject** box, shown as follows:

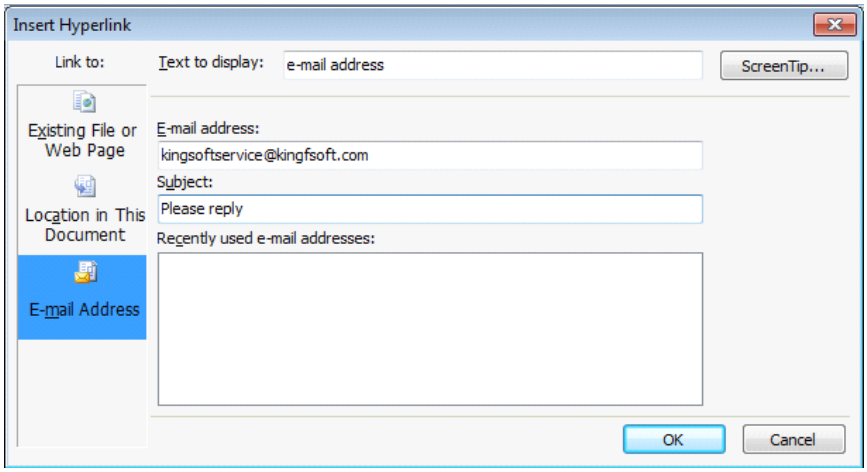


Figure 2.7—3 Hyperlink to E-mail Address

(5) Click the **ScreenTip** button to produce the **Set Hyperlink ScreenTip** dialog box. Set when the mouse pointer put over the hyperlink, the prompts will appear above.

(6) Click **OK** . The hyperlink will normally be blue and underlined.

2.7.2. Bookmarking

You can quickly locate a specific section of a document using the bookmark function. To set up a bookmark simply:

(1) Place the insertion point where you want to insert the bookmark.

(2) In the **Link** section of the **Insert** tab, select **Bookmark** and open the **Bookmark** dialog box, shown as follows:

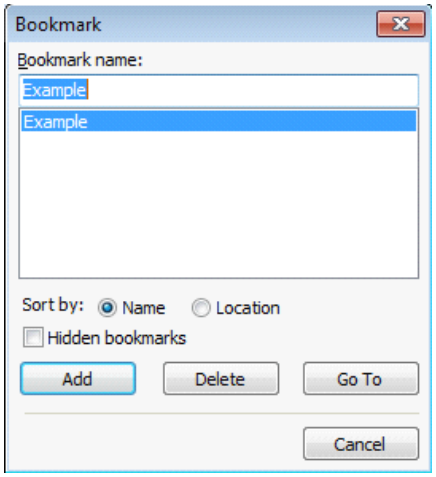


Figure 2.7—4 The Bookmark dialog box

(3) Enter a bookmark name, or choose an existing bookmark name, from the **Bookmark Name** text box. Then click **Add**.

(4) If there are numerous bookmarks in thedocument, you can choose a sort method

by going to the **Sort By** group. You can sort by name or by location.

(5) If you want to go to the specific location of a bookmark, select a bookmark from the list box and select **Go to**.

(6) Click **OK** to complete.

2.7.3. Cross-Referencing

If you insert related captions to a document, you are able add links to these captions through the Cross-Reference function, the steps are as follows:

(1) When you enter the cross-reference introductory text in the document, such as "the cross-reference techniques, see chapter three ".

(2) Go to the **Link** section of the **Insert** tab and select **Cross-Reference.** This will open the Cross-reference dialog box:

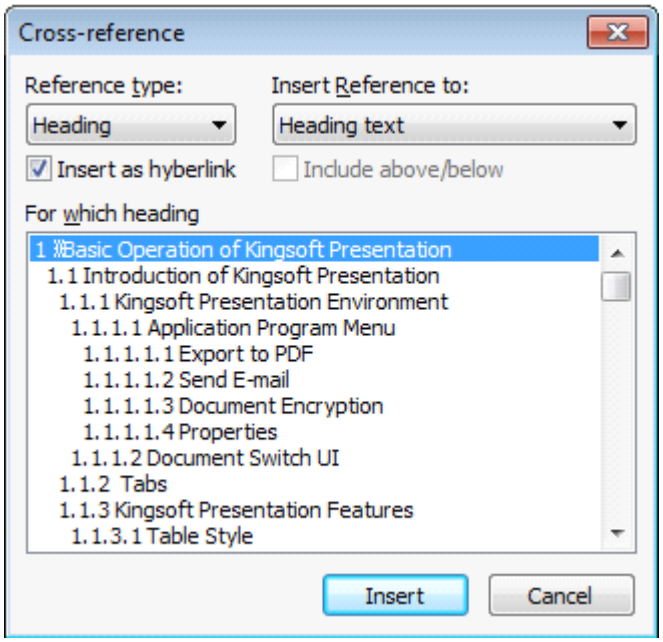


Figure 2.7—5 The Cross-Reference dialog box

(3) In the **Reference type** box, select the item type that you want, such as Heading.

(4) In the **Insert Reference to** box, insert the necessary information, such as **Paragraph text**.

(5) In the **For which numbered item** list, select the target item, such as **Select text and object**.

(6) To make the reader can jump to the referenced item, please choose **Insert as hyperlink** check box. Otherwise, the content will be inserted into the selected item

directly.

(7) Click the **Insert** button to add the next cross-reference:

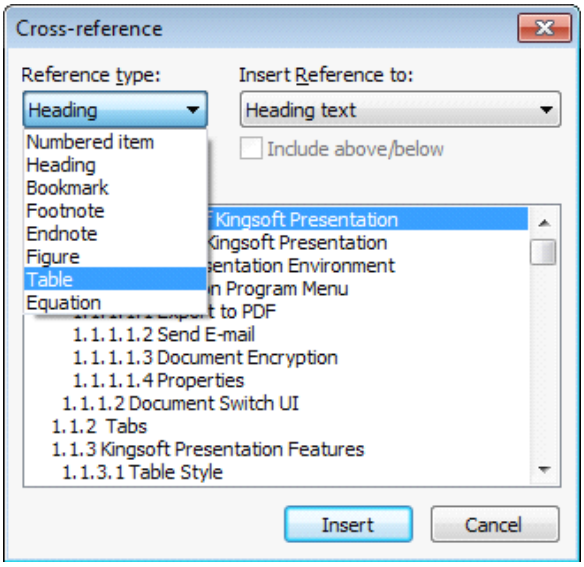


Figure 2.7—6 The Cross-Reference dialog box

2.8. Headers and Footers

2.8.1. Headers and Footers

Headers and footers are areas at the top and bottom of the page where you can add additional text or graphics. Placing important information in the header or footer, such as page number, creation date, document title, or author's name, is a clever way to ensure that this information is always conveniently located and easy to access irrespective of how much the document is edited.

In the **Header&Footer** section of the **Insert** tab, select **HeaderFooter** to open the **Header&Footer** tab, shown as follows:

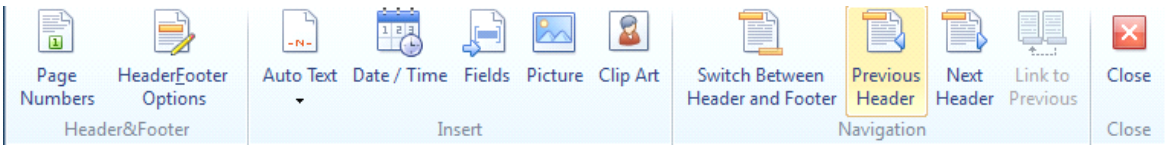


Figure 2.8—1 The Header & Footer tab

2.8.2. Page Numbers

Page numbers are highly useful in aiding in the navigation of multi-page documents. You can manually insert page breaks, set a different page format, can also need to

specify the starting page number for the current document.

2.8.2.1. Setting Page Format

To insert page numbers using the header and footer, follow these steps:

(1) Go to the **Header&Footer** section of the **Insert** tab and select the **Page Number** option. This will open the **Page Number** dialog box:

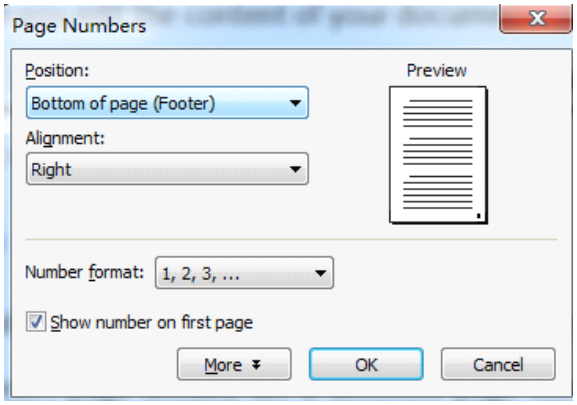


Figure 2.8—2 Inserting page numbers

(2) Select the position where you want the numbers to be inserted from the **Position** drop-down list.

(3) In the **Alignment** drop-down list, choose **Alignment** for the selected page number.

(4) In the **Number format** drop-down list, choose the number format for page numbers.

(5) If you cancel the **Show number on first page** check box, the first page will not show the page number.

(6) Click the **More** button and open the **Page numbering** section. You can select **Continue from pervious section** or **Start at.** If you select the **Start at** option**,** you need to enter the first page number in the spinner on the right.

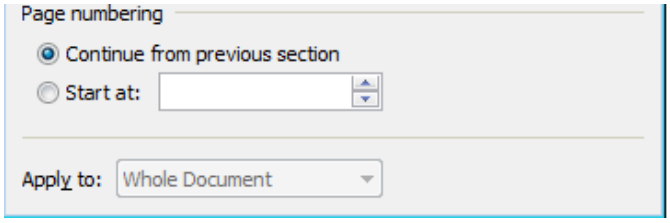


Figure 2.8—3 Setting the page numbering

(7) Click **OK** to complete.

Tips: After inserting page numbers, you can set the font for the numbers by selecting the **Text Font** setting. However, any changes made in one page will affect the format for every page in the document.

2.8.2.2. Specifying the Starting Page Number

The steps to specifying the starting page number are as follows:

(1) Go to the **Header&Footer** section of the **Insert** tab and select the **Page Number** option. This will open the **Page Number** dialog box.

(2) Click the **More** button and open the **Page numbering** section. Select **Start at,** and enter the first page number in the spinner on the right.

(3) Click the **OK** button to complete.

2.9. The Header & Footer Tab

2.9.1. Headers and Footers

(1) If you want to set the layout of a header or a footer, go to the **Header&Footer** tab and select **HeaderFooter Option.** Open the **Page Setup** dialog box, and select the **Layout** tab, shown as follows:

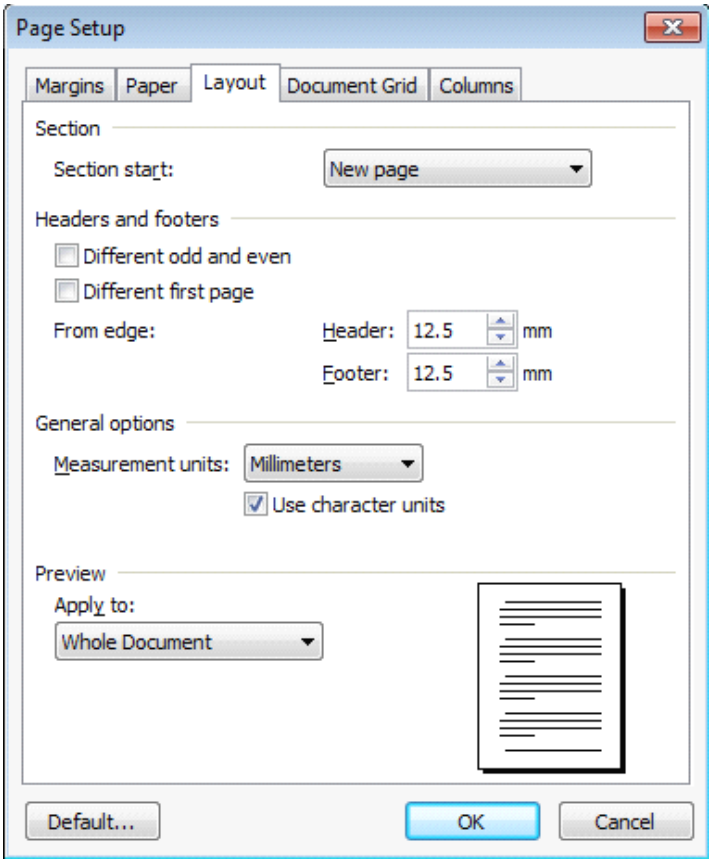


Figure 2.9—1 The Layout tab

(2) Choose the **Section Start** option from the **Section** group..

(3) In the **Headers and footers** group, you can choose the **Different odd and even** or **Different first page** options. You can also enter the distance in the **Header and Footer** spinner box.

(4) Choose **Apply to Whole Document** from the Preview section.

(5) Click **OK** to complete.

2.9.2. Auto Text

To insert **Auto Text**, go to the **Insert** section of the **Header&Footer** tab and select **Auto Text.** This includes the **Page, Page X, Total of Y Page,** and **Page X of Y** options**. Y**ou can quickly insert either a header or a footer using these controls.

2.9.3. Date / Time

To insert a time into a header or footer, go to the **Insert** section of the **Header&Footer** tab and select **Date / Time**. This will open the **Date / Time** dialog box, shown as follows:

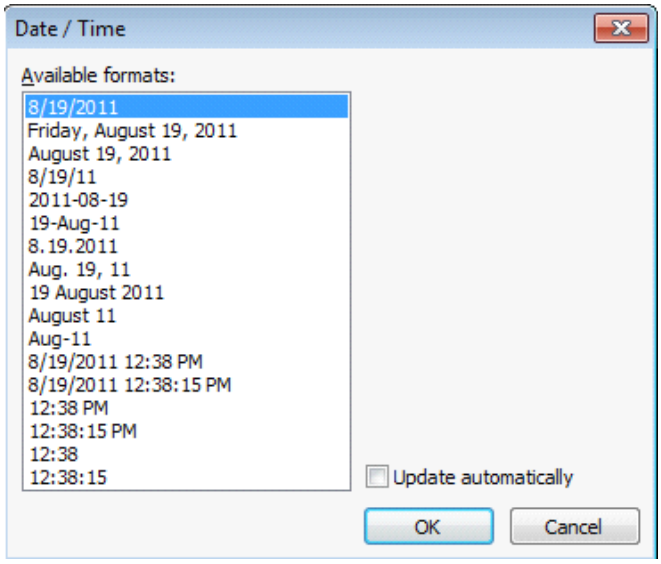


Figure 2.9—2 The Date/Time dialog box

In the **Available format** list, choose the date format you like and click **OK**.

2.9.4. Fields

To insert fields into a header or footer, go to the **Insert** section of the **Header&Footer** tab and select **Fields.** This will open the **Fields** dialog box:

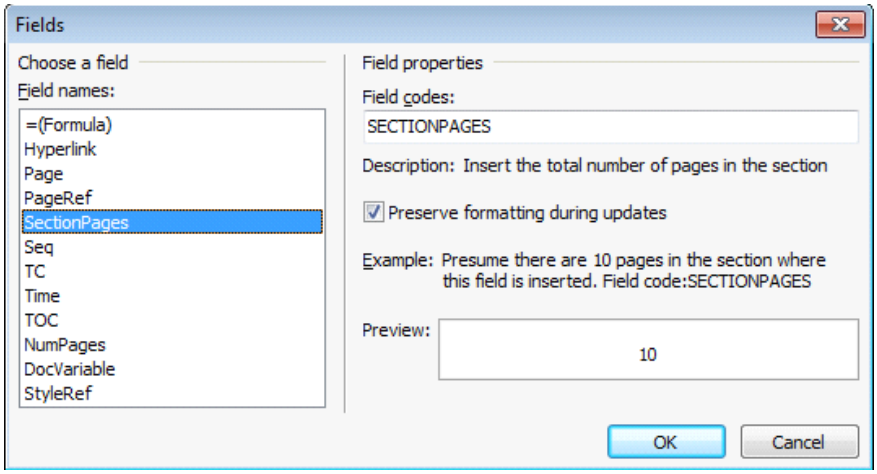


Figure 2.9—3 The Fields dialog box

In the **Fields names** list, choose the field name you prefer then click the **OK** button to complete.

2.9.5. Pictures

To insert a picture into a header or footer,go to the **Insert** section of the **Header&Footer** tab, select **Picture** and open **the Insert Picture** dialog box:

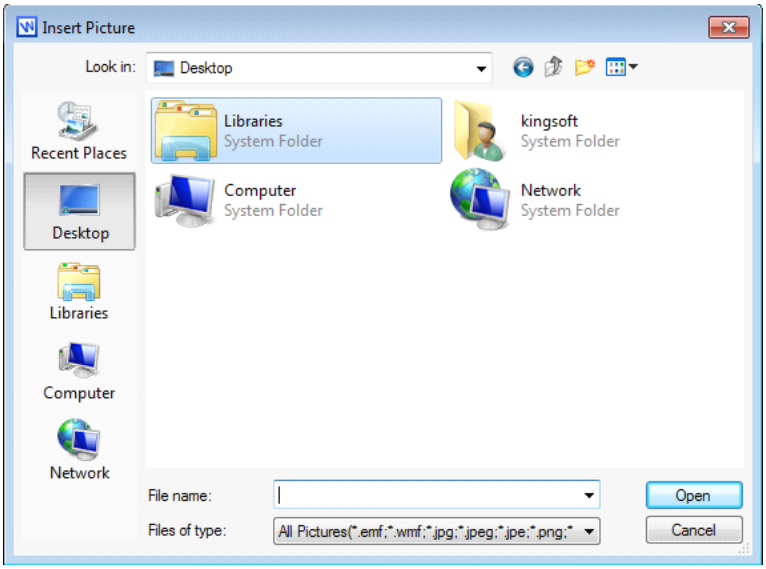


Figure 2.9—4 The Insert Picture dialog box

Select the picture that you want to insert and click the **Open** button. You can then insert the picture into the header or footer.

2.9.6. Clip Art

To insert ClipArt into a header or footer, go to the **Insert** section of the **Header&Footer** tab, select **Clip Art** to open the **Clip Art** task window, shown as follows:

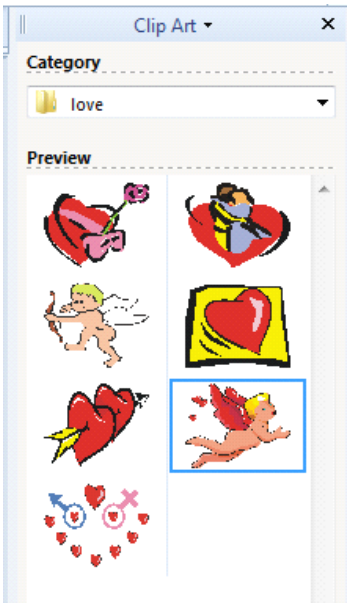


Figure 2.9—5 The Clip Art task window

Double click the clip art that you would like to insert into the header or footer.

2.9.7. Navigation

If you need to switch quickly between the header and the footer, click **Switch Between Header and Footer** in the **Navigation** section.

If you want to finish editing the header and footer, select **Close i**n the **Navigation** section.

2.9.8. Setting Headers and Footers

2.9.8.1. Creating the Same Header and Footer for Each Page

To reproduce the same header and footer for every page, simply follow these steps:

(1) Go to the **Insert** section of the **Header&Footer** tab and select **Header&Footer** to enter the edit area. This will show all of the different functions of the **Header&Footer** tab:

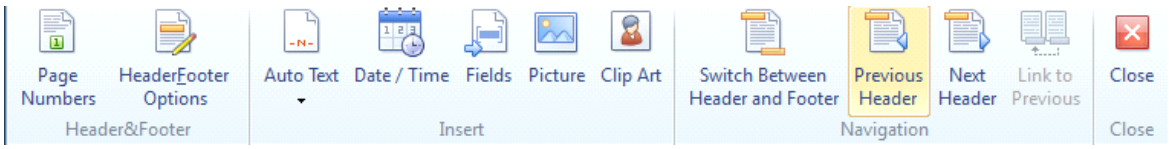


Figure 2.9—6 The Header & Footer tab

(2) In the header area enter text or insert shapes, and can use these commands to set format like handle text. If you need to insert page numbers, dates, etc., select different commands in the **Insert** section of the **Header & Footer** tab.

(3) Select **Switch Between Header and Footer** from the **Navigation** section and move the insertion point to the footer area. Then you can enter the text into the footer.

(4) Click **Close** in the **Navigation** section to exit.

2.9.8.2. Creating Different Headers and Footers for Even and Odd Pages

Establishing different headers and footers for odd and even pages is often necessary for two-sided printing:

(1) Go to the **Insert** section of the **Header&Footer** tab and select the **Header&Footer** option to enter the editing menu.

(2) In the **Header & Footer** tab, select **HeaderFooter Option,** and open the **Page Setup** dialog box. Then select the **Layout** tab, shown as follows:

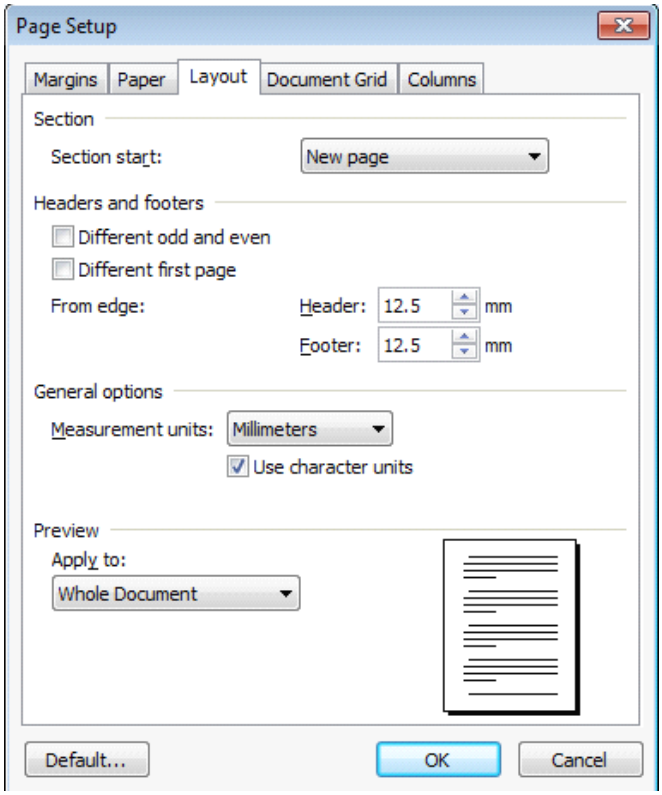


Figure 2.9—7 The Layout tab

(3) Select the **Different odd and even** check box from the **Headers and Footers** section.

Tips: If you want to create a different header and footer for the first page, select the **Different first page** check box.

(4) Click the **OK** button. The **Header** title in the header area will change to **Odd Header**, shown as follows:

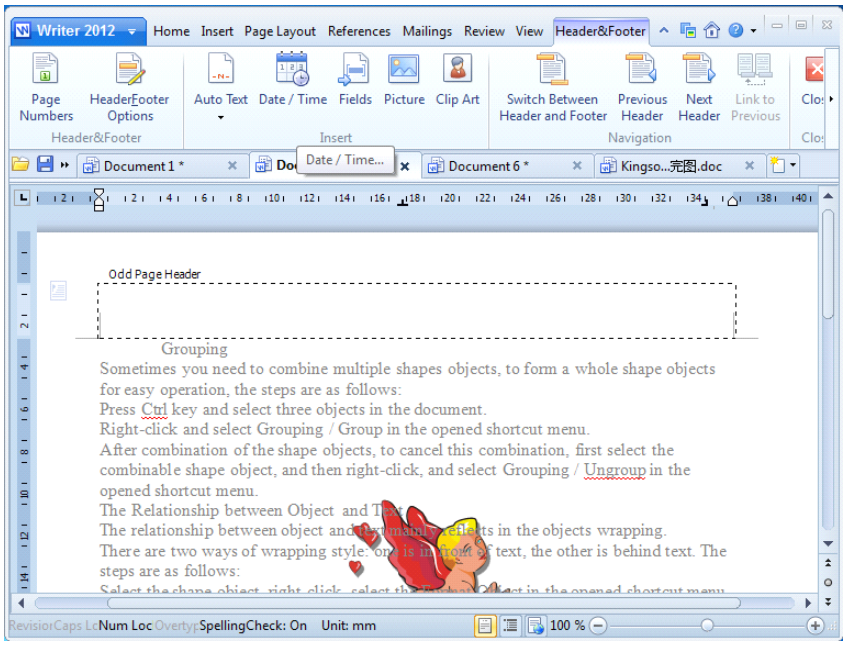


Figure 2.9—8 Creating an odd header

(5) Enter the contents in odd page, and click **Switch Between Header and Footer** on the **Navigation** group, and move the insertion to the footer area, and then enter text in odd footer.

(5) Select the **Next Header** option from the **Navigation** section. The header will show **Even Header**, shown as follows:

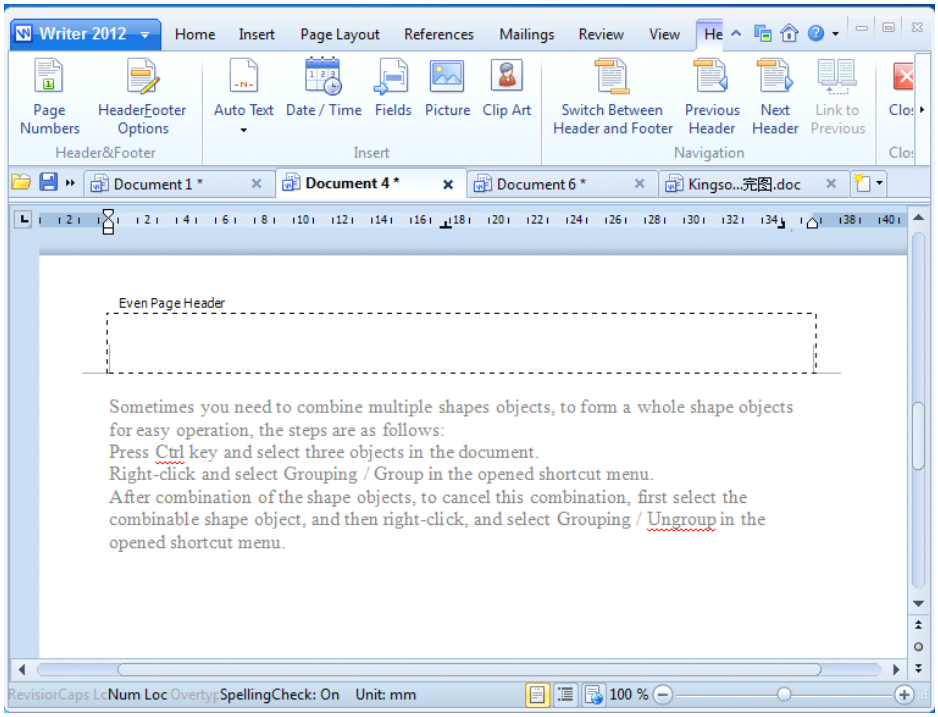


Figure 2.9—9 Creating an even header

(6) Enter the even header and enter the contents in the even footer.

(7) Click the **Close** option contained within the **Navigation** section to exit.

2.9.8.3. Modifying Headers and Footers

In the text edit mode, the header and footer area will be grey to signify that the document area in the body can not edit the contents of the header and footer. To edit the contents of a header or footer, follows these steps:

(1) Bring up the **Header&Footer** tab, or double click either the header or the footer to enter the header and footer section.

(2) Modify the contents of the header or footer, or makeup the content of the header and footer, for example, change the horizontal position of the header and footer.

(3) To exit, click **Close** in the **Navigation** section of the **Header&Footer** tab.

2.9.8.4. Adjusting the Vertical Position of the Header and Footer

The steps are as follows:

(1) Enter the **Header and Footer** edit area and bring up the **Header&Footer** tab.

(2) Select **HeaderFooter Options** from the **Headers&Footers** section, and**,** open the **Page Setup** dialog box. Then select the **Layout** tab.

(3) Go to the **Header and Footer** spinner box in the **Margins** section, enter the distance that you would like the header or footer to be from the border of the page.

(4) Click the **OK** button to complete.

2.9.8.5. Dose Not Use Header and Footer in Home Page

The steps are as follows:

(1) Enter the **Header and Footer** edit area and bring up the **Header&Footer** tab.

(2) Select the **HeaderFooter Options** from the **Headers&Footers** section**,** open the **Page Setup** dialog box and select the **Layout** tab.

(3) Select the **Different first page** check box from the **Header and Footer** section, shown as follows:

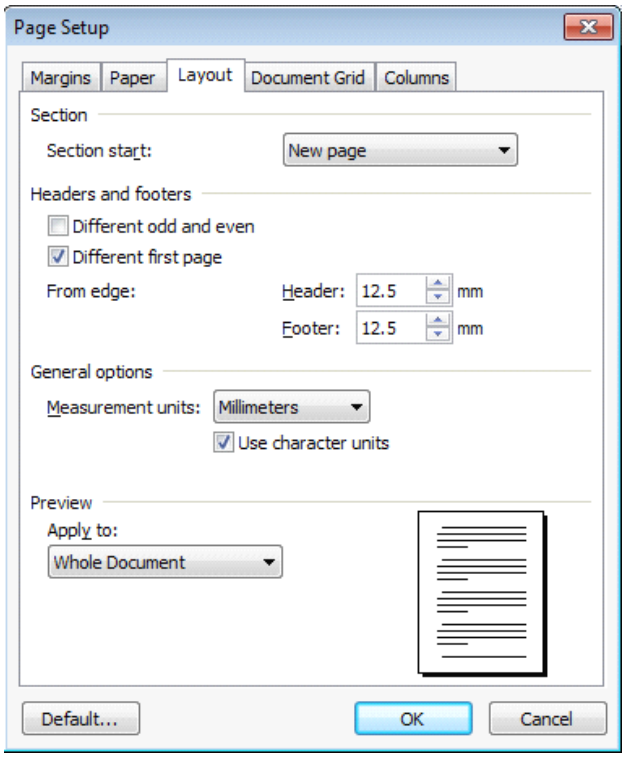


Figure 2.9—10 Selecting a different first page

(4) Click the **OK** button to complete.

(5) Enter the **Print Preview** view, after setting, the effect shown as follows:

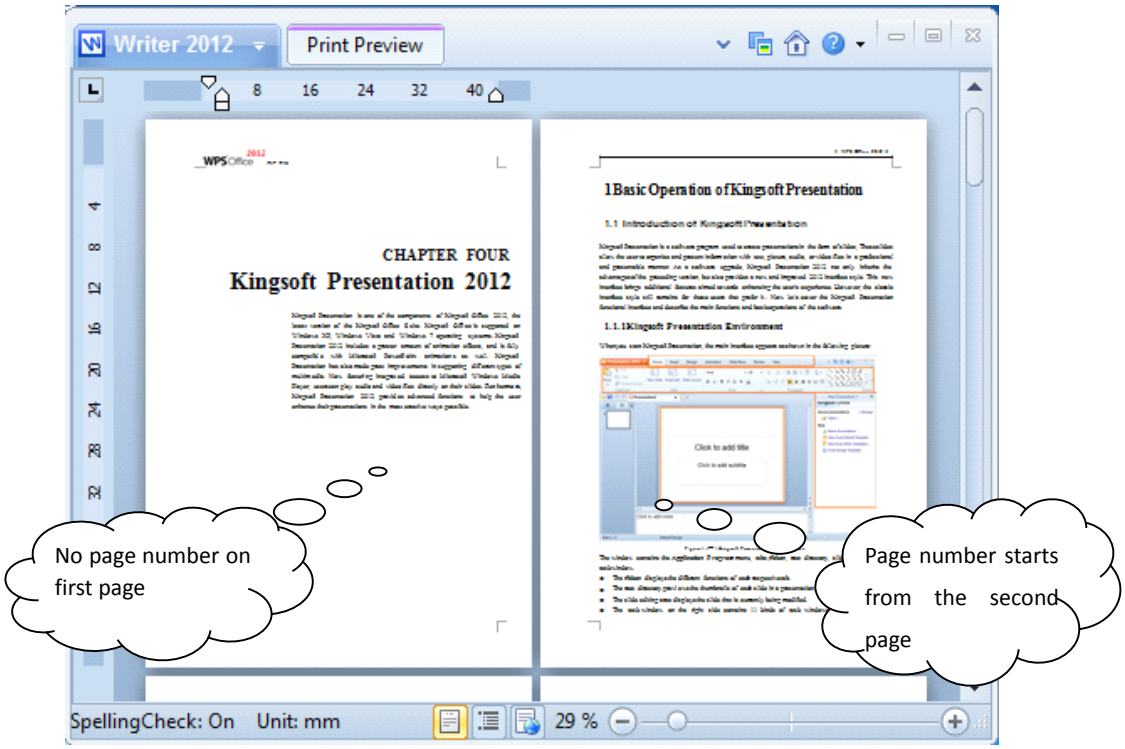


Figure 2.9—11 **The Different first page** effect

2.9.8.6. Deleting Headers and Footers

To remove a header or a footer, simply enter the header and footer edit view and delete the entire contents. Exit the header or footer to complete the process.

Tips: If the document is not broken into sub-sections, then deleting the contents of a header or footer will delete the contents for all other headers and footers. If the document has been broken into sub-sections, you can delete a header or footer for only one section, as long as start up the **Link to Previous** function in the **Navigation** group on the **Header&Footer** tab.

2.10. Text

2.10.1. Text Boxes

There are two types of text box; the horizontal and the vertical. In Kingsoft Writer, the contents of a text box can be highlighted so as to catch the readers' eye.

2.10.1.1. Inserting Text Boxes

The insert a text box, simply:

(1) Go to the **Text** section of the **Insert** tab, choose the **Horizontal Text Box** or **Vertical Text Box** options from the **Text Box** drop-down list.

(2) Click or drag the mouse to add a text box to the document.

(3) When the text box reaches the desired size, release the left mouse button. You are then free to enter the contents:

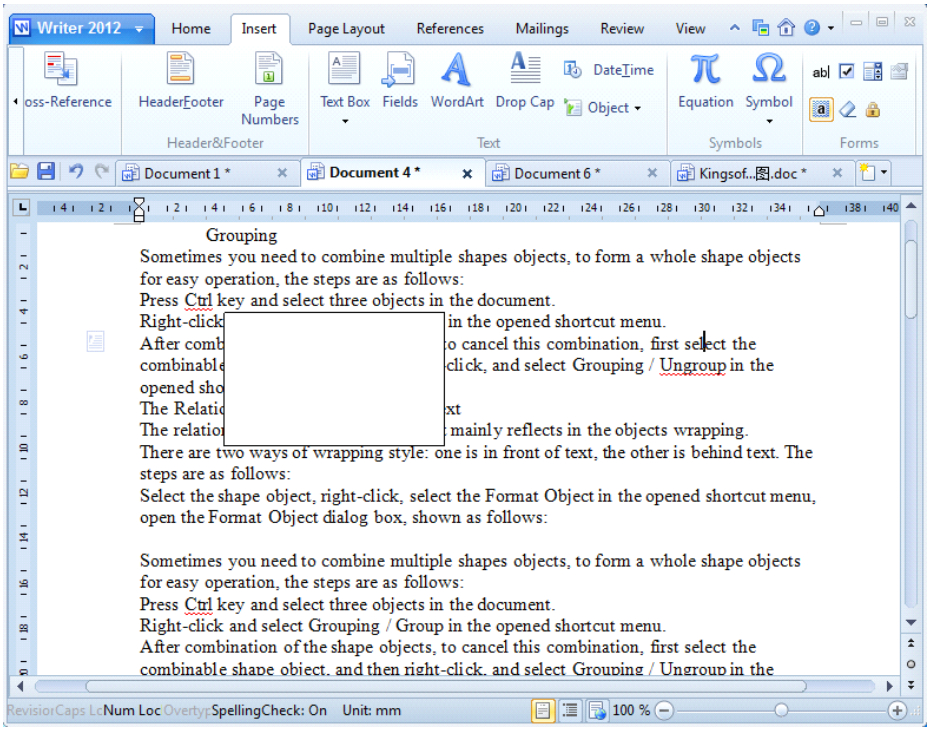

Writer 2012
Home
Insert
Page Layout
References
Mailings
Review
View
HeaderFooter
Page Numbers
Text Box
Fields
WordArt
Drop Cap
DateTime
Object
Equation
Symbol
Header&Footer
Text
Symbols
Forms
Document 1 *
Document 4 *
Document 6 *
Kingsof...doc *
Grouping
Sometimes you need to combine multiple shapes objects, to form a whole shape objects for easy operation, the steps are as follows:
Press Ctrl key and select three objects in the document.
Right-click
in the opened shortcut menu.
After comb
o cancel this combination, first select the
combinable
click, and select Grouping / Ungroup in the
opened sho
The Relatio
xt
The relatio
mainly reflects in the objects wrapping.
There are two ways of wrapping style: one is in front of text, the other is behind text. The steps are as follows:
Select the shape object, right-click, select the Format Object in the opened shortcut menu, open the Format Object dialog box, shown as follows:
Sometimes you need to combine multiple shapes objects, to form a whole shape objects for easy operation, the steps are as follows:
Press Ctrl key and select three objects in the document.
Right-click and select Grouping / Group in the opened shortcut menu.
After combination of the shape objects, to cancel this combination, first select the
combinable shape object, and then right-click, and select Grouping / Ungroup in the
Num Loc
SpellingCheck: On
Unit: mm
100 %

Figure 2.10—1 Inserting a text box into a document

(4) Select the text box border, and appear 8 rotation, adjust the text box's rotation handle, sizing handle, and reshaping handle to decide its characteristics.

(5) Put the cursor on the text box's border, this will cause the cursor to change into an arrow cross, hold the left mouse button and and drag the text box to move it to its new location.

To set the wrapping of the text box, place the cursor on the text box border, right-click and select **Format Object** from the opened shortcut menu. Choose **Layout** from the **Format Object** dialog box, as shown below:

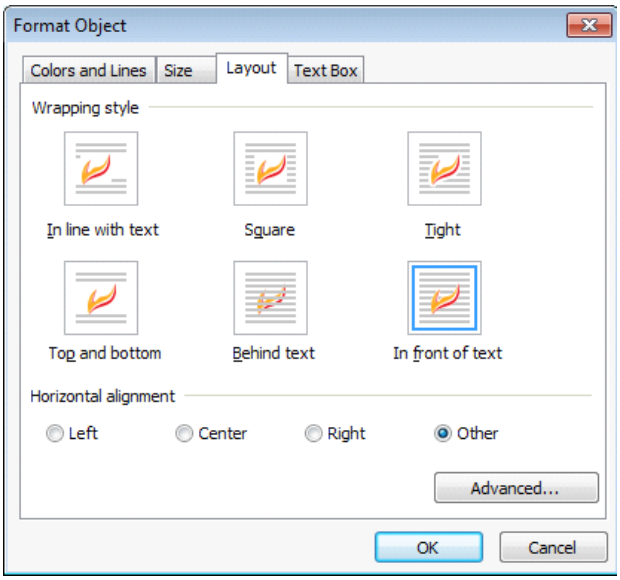


Figure 2.10—2 The Layout tab

Choose the **Square** option from the **Wrapping Style** menu:

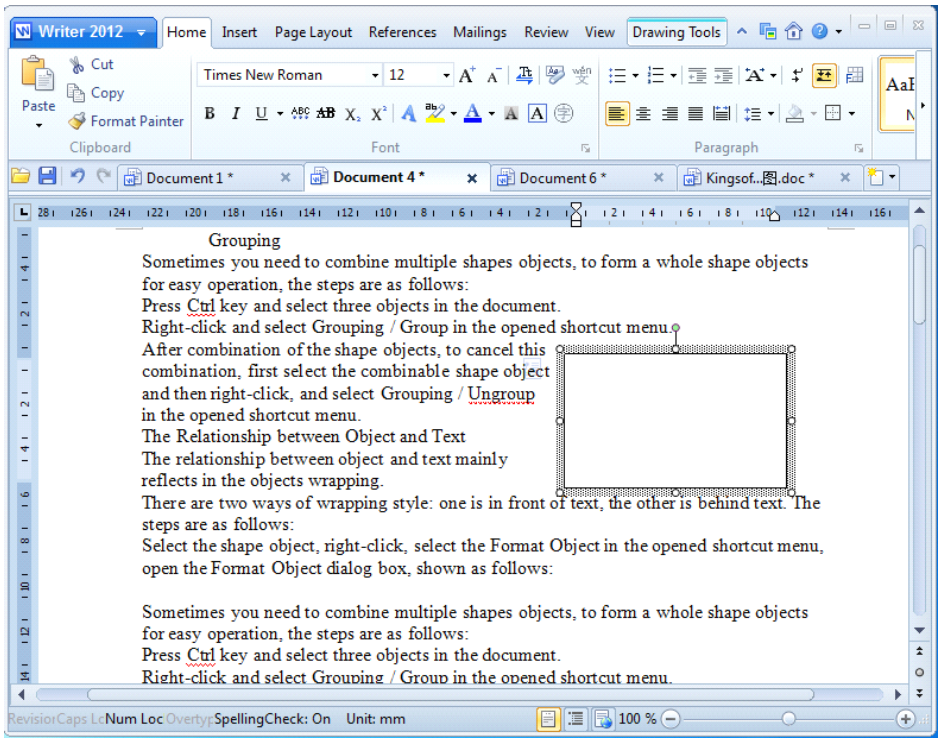

Writer 2012
Home
Insert
Page Layout
References
Mailings
Review
View
Drawing Tools
Cut
Copy
Format Painter
Paste
Clipboard
Times New Roman
12
Font
Paragraph
Document 1 *
Document 4 *
Document 6 *
Kingsof...doc *
Grouping
Sometimes you need to combine multiple shapes objects, to form a whole shape objects for easy operation, the steps are as follows:
Press Ctrl key and select three objects in the document.
Right-click and select Grouping / Group in the opened shortcut menu.
After combination of the shape objects, to cancel this combination, first select the combinable shape object and then right-click, and select Grouping / Ungroup in the opened shortcut menu.
The Relationship between Object and Text
The relationship between object and text mainly reflects in the objects wrapping.
There are two ways of wrapping style: one is in front of text, the other is behind text. The steps are as follows:
Select the shape object, right-click, select the Format Object in the opened shortcut menu, open the Format Object dialog box, shown as follows:
Sometimes you need to combine multiple shapes objects, to form a whole shape objects for easy operation, the steps are as follows:
Press Ctrl key and select three objects in the document.
Right-click and select Grouping / Group in the opened shortcut menu.
Num Loc
SpellingCheck: On
Unit: mm
100 %

Figure 2.10—3 The Square wrapping style

2.10.1.2. Adding a Text Box with a Comment

To insert a text box with a comment, follow these steps:

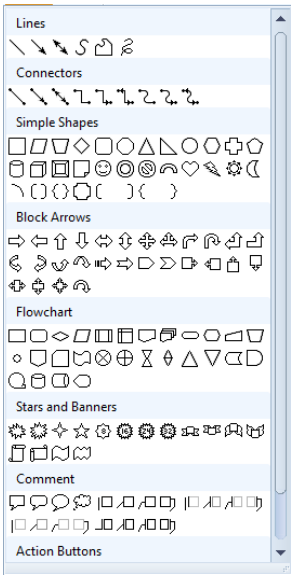


Figure 2.10—4 The Comment list

(1) Go to the **Illustrations** section of the **Insert** tab, select **Comment** from the **Shapes** drop-down list.

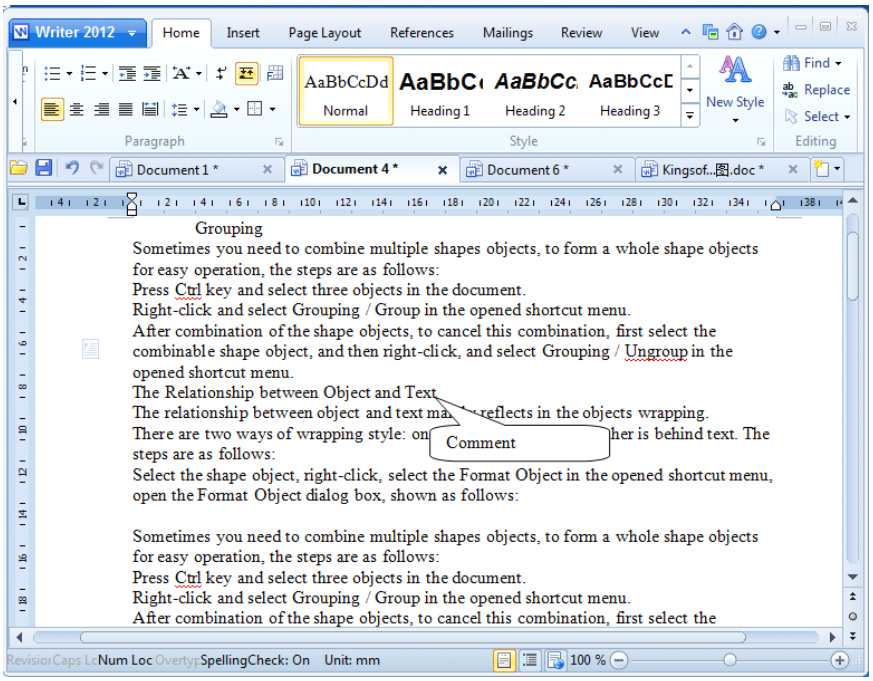

Writer 2012
Home
Insert
Page Layout
References
Mailings
Review
View
Normal
Heading 1
Heading 2
Heading 3
New Style
Find
Replace
Select
Paragraph
Style
Editing
Document 1 *
Document 4 *
Document 6 *
Kingsof...doc *
Grouping
Sometimes you need to combine multiple shapes objects, to form a whole shape objects for easy operation, the steps are as follows:
Press Ctrl key and select three objects in the document.
Right-click and select Grouping / Group in the opened shortcut menu.
After combination of the shape objects, to cancel this combination, first select the combinable shape object, and then right-click, and select Grouping / Ungroup in the opened shortcut menu.
The Relationship between Object and Text
Comment
Select the shape object, right-click, select the Format Object in the opened shortcut menu, open the Format Object dialog box, shown as follows:
Num Loc
SpellingCheck: On
Unit: mm
100 %

Figure 2.10—5 Inserting a comment

(2) Choose one of the shapes from the **Comment** section**,** click or drag the mouse to where you want to insert the comment. You are then free to create the comment, the insertion will blink to enter text.

2.10.1.3. Linking Text Boxes

You can connect several text boxes together by creating links between them. This will,

allow the text to automatically jump to the next linked text box if the current one gets filled. Similarly, if you delete text in the previous linked text box, text in the other text boxes will rearrange automatically.

To link text boxes, follow these steps:

(1) Create two text boxes in different positions in the document.

(2) Enter the contents in the first text box, and exceed its limit.

(3) Select the first text box and go to the **Drawing Tools** tab.

(4) Click **Create Text Box Link** in the **Text Box** section. This will transform the cursor into .

(5) Move the cursor to the second text box and select it. This will create a link between the two text boxes. The text will now automatically jump to the next linked text box when the first one is full.

(6) In the **Text Box** section, select either the **Previous Text Box** or **Next Text Box** options to switch between the two text boxes.

(7) Click **Break Text Box Link** in the **Text Box** section to cancel the link.

2.10.1.4. Wrapping Between Text Boxes

When you establish the layout of a document, especially with newspapers and magazines, you may encounter two overlapping text boxes. This prevents the contents of either text box being displayed fully. Kingsoft Writer can easily rectify this problem, simply follow these steps:

(1) Insert two text boxes, and partly overlap them, shown as follows:

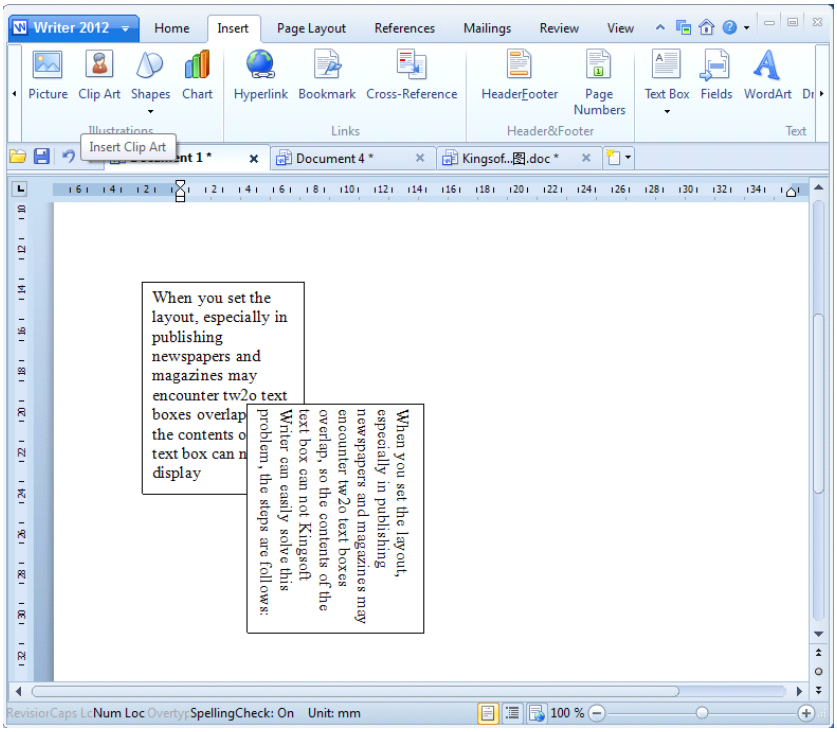


Figure 2.10—6 Two overlapping text boxes

(2) Select the text box that is underneath the other text box, double-click tits border. Open the **Format Object** dialog box and select **Layout** tab, shown as follows:

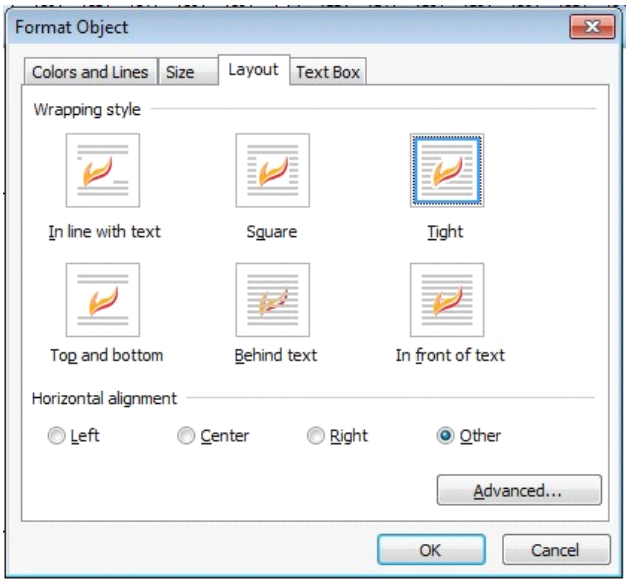


Figure 2.10—7 Setting the Tight wrapping style

(3) In the **Wrapping Style** section, select **Tight.**

(4) Next, choose the text box on top and double click its border. Open the **Format Object** dialog box:

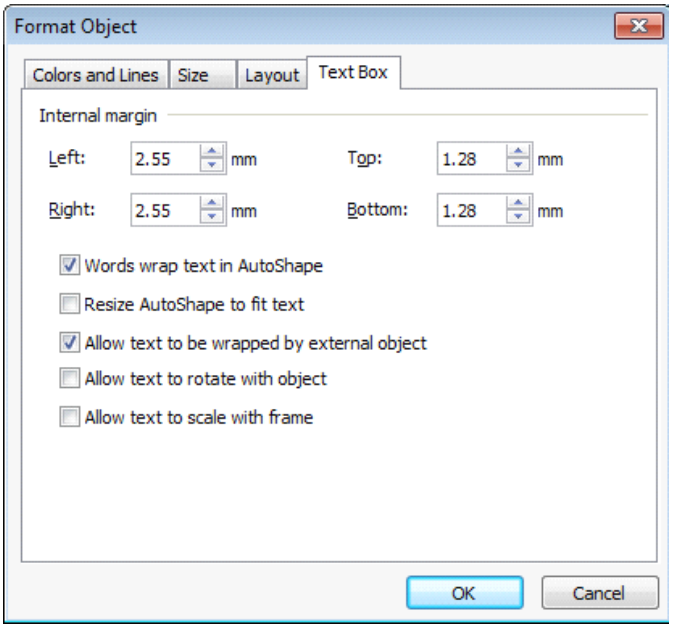


Figure 2.10—8 The Text box tab

(5) Go to the **Text Box** tab, choose the **Allow text to be wrapped by the external objects** check box.

(6) Click the **OK** button to complete.

2.10.1.5. Achieve Multi-line Text by Text

The steps are as follows:

(1) Double-click the text box border, open the **Format Object** dialog box and select the **Text Box** tab.

(2) Choose your preferred options, shown as follows:

(3) Click **OK** to complete.

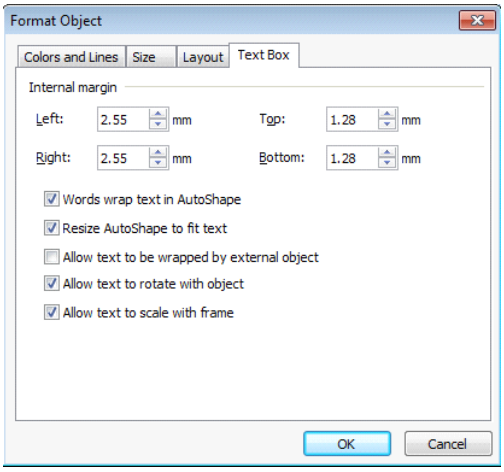


Figure 2.10—9

2.10.2. Fields

Fieldsare equal to data or placeholders that may change in a document. You can insert all kinds of information and preserve them at the latest status by inserting different fields at different insertion points. Some common functions, like date and time, are usually realized by the application of fields.

2.10.2.1. Inserting Fields

To insert a field:

(1) Place the insertion point where you want to insert the field.

(2) Go to the **Text** section of the **Insert** tab, select **Fields** and open the **Fields** dialog box:

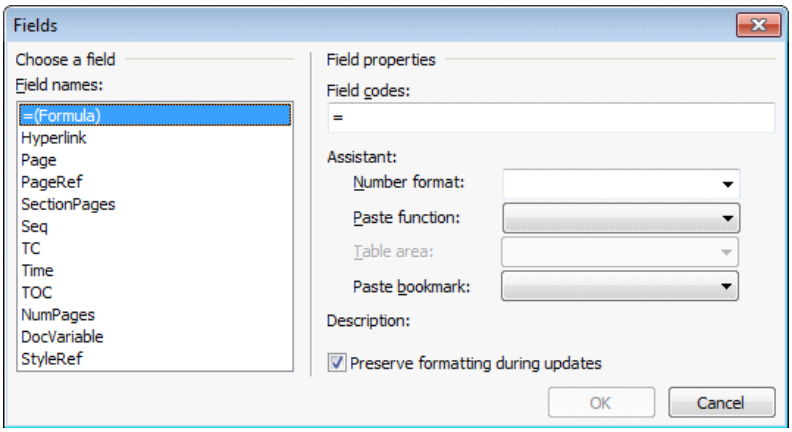


Figure 2.10—10 The Fields dialog box

(3) Make the appropriate changes.

(4) Click **OK** to complete.

- If you want to hide or reveal the field code of a specified field, select either the field or the field result, and press **Shift+F9.**
- If you want to hide or reveal all the field codes in a document, press **Alt+F9.**
- Update the field to show the latest field result.

  (1) If you want to update a single field, select either this field or the field result, and press **F9.**

  (2) If you want to update all the fields in a document, click **Select All** on the **Editing** group and press **F9.**

2.10.2.2. Editing Fields

(1) If you want to hide or reveal the field code of a specified field, select either this field or the field result and press **Shift+F9.**

(2) If you want to hide or reveal all the field codes in a document, press **Alt+F9.**

(3) Update the field to show the latest field result.

- If you want to update a single field, select either this field or the field result and press **F9.**
- If you want to update all the fields in a document, choose **Select All** from the **Editing** section and press **F9**.

(4) Click the right mouse button to update and edit fields..

2.10.2.3. Deleting Fields

Select either the field or the field result and right-click. Select **Delete** from the opened shortcut menu, or press **Delete** on the keyboard, to delete the selected field object.

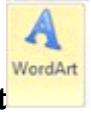
2.10.3. WordArt

WordArt is used to apply special effects to text. The program allows the user to decorate, stretch, or rotate text, as well as to adjust the character spacing. Of course, there are further options, such as formatting WordArt and resetting the shape of the WordArt.

2.10.3.1. Inserting WordArt

To insert WordArt, follow these steps:

(1) Place the insertion point where you want to insert the WordArt.

In the **Insert** tab, in the **Text** section, select the **WordArt** 

icon to open the **WordArt** dialog box shown as follows:

Figure 2.10—11 The WordArt galley

(2) Select one of the WordArt styles, click the **OK** button and open the **WordArt Gallery** dialog box:

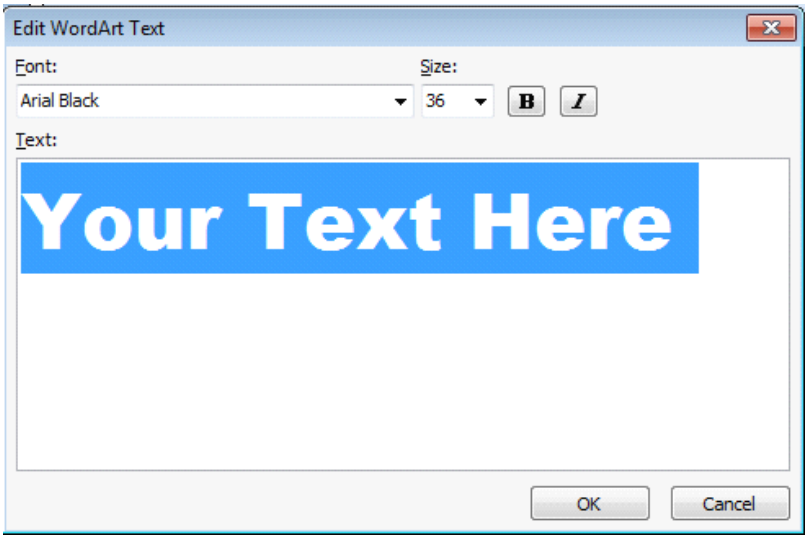


Figure 2.10—12 The Edit WordArt text box

(3) Enter the desired contents in the **Text** box. Here you can also set font type, font size, boldness and whether it is italicised or not, by using the available toolbar.

(4) When satisfied, click the **OK** button:

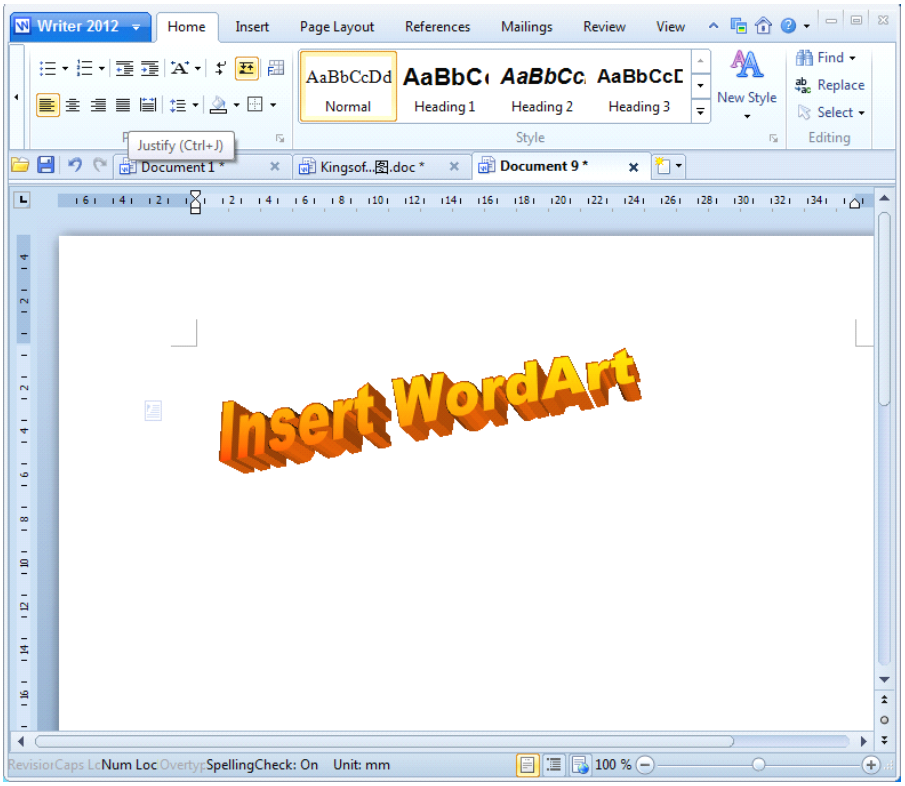


Figure 2.10—13 WordArt effect

Once the WordArt had been inserted into the document, selecting it allows you to move or magnify it, as you would with other objects. You can also edit the WordArt using the **WordArt** tab.

2.11. The WordArt Tab

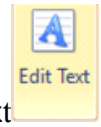
After inserting WordArt, the WordArt tab will appear. You can format WordArt using different commands in the WordArt tab, such as changing the WordArt gallery, or setting WordArt effects.

2.11.1. WordArt

Available commands in the WordArt tab:

- To insert new WordArt, go to the **WordArt** group, click the **WordArt**

icon and select the new WordArt style in the opened **WordArt Gallery** dialog box.
- To edit the selected WordArt, go to the **WordArt** group, click the **Edit**

Text 

icon and open the **Edit WordArt Text** dialog box.

- To adjust the letters in WordArt to the same height, go to the **WordArt** group and select the WordArt Same Letter Height icon.
- To change the text direction in WordArt (i.e. from horizontal to vertical text, or vice versa), go to the **WordArt** group and select the **WordArt Vertical Text** option.
- To choose the alignment, go to the **WordArt** group and select the **WordArt Alignment** icon. This includes the **Left Alignment, Center Alignment, Right Alignment, Word Justify, Letter Justify** and **Stretch Justify options,** shown as follows:

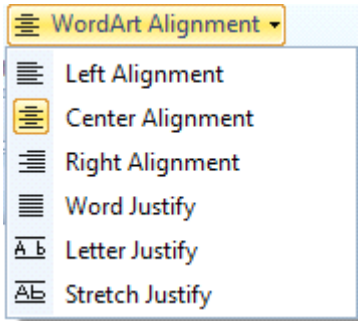


Figure 2.11—1 The Alignment list

- To choose one of the character spacing settings, go to the **WordArt** group and select the **WordArt Character Spacing** icon. This includes the **Very Tight, Word Art Tight, Word Art Normal, Loose, Very Loose** options. The dialog box should look as follows:

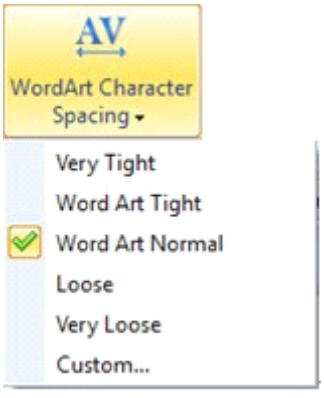


Figure 2.11—2 The Character Spacing list

- To set the format for WordArt, go to the **WordArt Style** group and select the **Old Tools** option in the bottom right. This will open the **Format Object** dialog box where you can set WordArt color, line, size, layout, wrapping, etc.

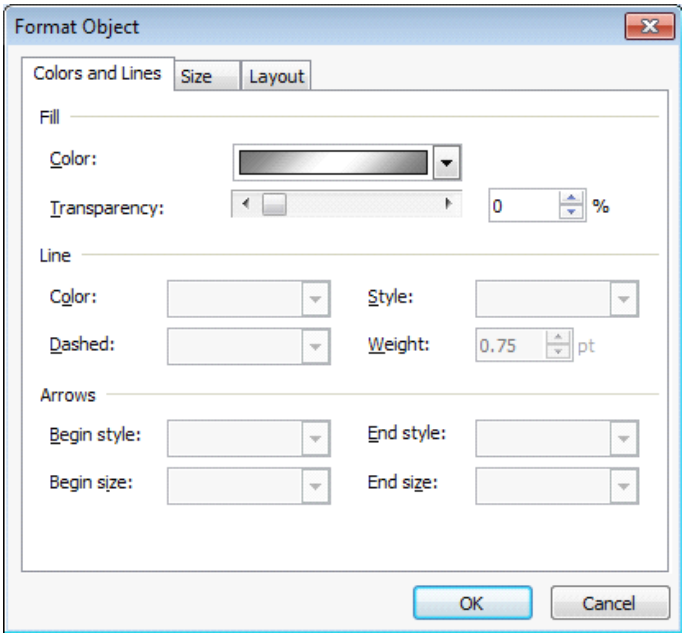


Figure 2.11—3 The Format Object menu

- To further change the style of the WordArt, go to the **WordArt Style** group and select **WordArt Styles.** Open the **WordArt Shape** list, shown below:

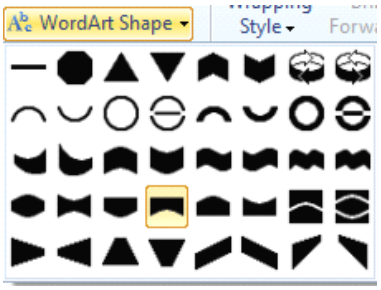


Figure 2.11—4 The WordArt Shape menu

- To adjust the positional relationship between WordArt and text, go to the **Arrange** group and select **Wrapping Style.** Choose a wrapping style you like in the **Wrapping** list.

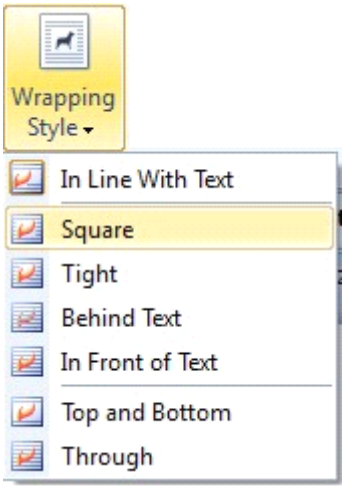


Figure 2.11—5 The Wrapping Style list

2.11.2. WordArt Fill

Fill WordArt by:

(1) Selecting the WordArt that you want to fill, and finding the **WordArt** tab.

(2) In the **WordArt** tab, in the **WordArt Styles** section,choose a color from the **WordArt Fill** drop-down list.

- To cancel WordArt fill, select **No Fill**.
- To add or change gradiant, select **Gradiant**. In the opened **Fill Effects** dialog box, in the **Gradient** tab, you are free to set color, transparency, shading styles, etc.
- To add or change texture, select **Texture**. In the opened **Fill Effects** dialog box, in the **Texture** tab, select the texture you like. To customize texture, select the **Other Texture** option and choose the texture you prefer.
- To add or change a pattern, select **Pattern.** In the opened **Fill Effects** dialog box, in the **Pattern** tab, select the pattern you prefer.
- To add or change a picture, select **Picture**. Find the folder which contains the picture that you want to use, select this picture and click Insert. If you select a non-contiguous piece of text and apply a picture fill, each of the selected text will be filled with the whole picture. Picture can not span multiple selected text.

(3) Click the **OK** button to apply.

2.11.3. WordArt Outline

To change the WordArt outline, the steps are follows: select the **WordArt** tab, and go to the **WordArt Styles** group. Select **Line Style** in the **WordArt Outline** drop-down list and choose a line style you like in the **Line Style** list, shown as follows:

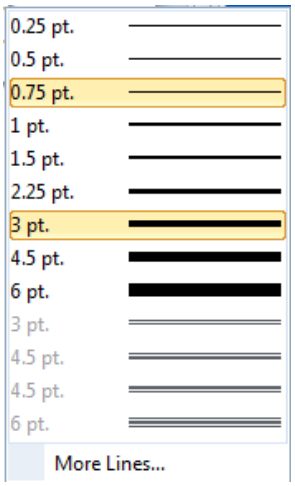


Figure 2.11—6 The Outline list

To set dash style, select **Dash Style** in the **WordArt Outline** drop-down list, choose a dash line that you like in the **Dash Style** list.

Tips:

- To set the exact width of line, you can tight-click this shape, select **Format Object,** open the **Set AutoShape Defaults** dialog box.
- Click the **Old Tools** button in the bottom right of the **Shape Styles** section. You can also open the **Set AutoShape Defaults** dialog box and establish the desired settings, then click OK.

2.11.4. WordArt Effects

You can add either the Shadow or 3-D effect to text using WordArt. The subsequent passage informs you on how to do this.

2.11.4.1. Establishing the Shadow Effect

You can set or cancel the shadow effect using the **Shadow Setting** tab:

(1) Select the relevent WordArt.

(2) Go to the **Shadow Setting** section of the **WordArt** tab, select different shadow

effects from the **Shadow Style** drop-down list. If you want to cancel the shadow effect, select **No Shadow**.

(3) To customize shadow color, go to the **Shadow Setting** section and choose color from the **Shadow Color** drop-down list. You can also select the **More Shadow Color** option**,** and open the **Color** dialog box, shown as follows:

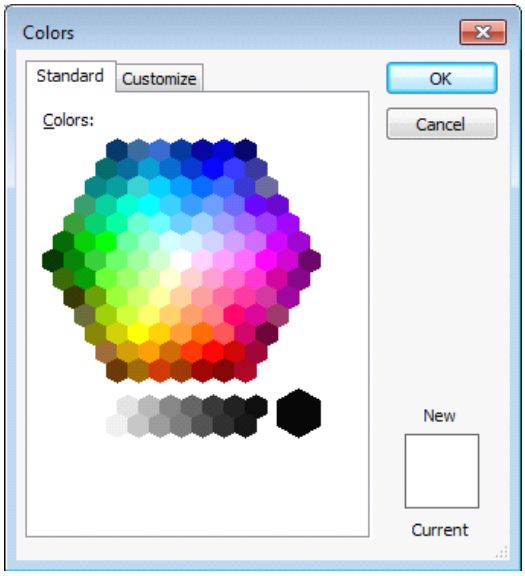


Figure 2.11—7 Setting the shadow color

(4) Select the color that you prefer, and click the **OK** button.

(5) In the **Shadow Color** drop-down list, select **Semitransparent Shadow** to change the transparency of the shadow.

(6) To adjust size and direction of the shadow, go to the **Shadow Setting** section and select the spinner button to the right of the **Shadow On /Off** option:.

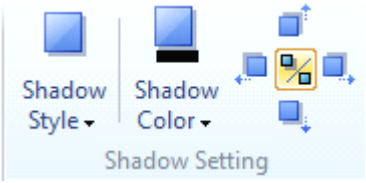


Figure 2.11—8 The Shadow Setting menu

(7) The five shadow spinner options are:

- Shift Shadow Up: the shadow will be above the object.
- Shift Shadow Down: the shadow will be below the object.
- Shift Shadow Left: the shadow will fall to the left of the object.
- Shift Shadow Right:the shadow will fall to the right of the object.

2.11.4.2. Applying the 3-D Effect

You can apply or remove the 3-D effect using the **3-D Setting** tab, the steps are as follows:

(1) Select the appropriate WordArt.

(2) Go to the **3-D Setting** section of the **WordArt** tab, select different 3-D effects from the **3-D Style** drop-down list. If you want to cancel the shadow, select **No 3-D**.

(3) To customize the 3-D color, go to the the **3-D Setting** section and choose a color from the **3-D Color** drop-down list. You can also select **More 3-D Color,** and open the **Color** dialog box, shown as follows:

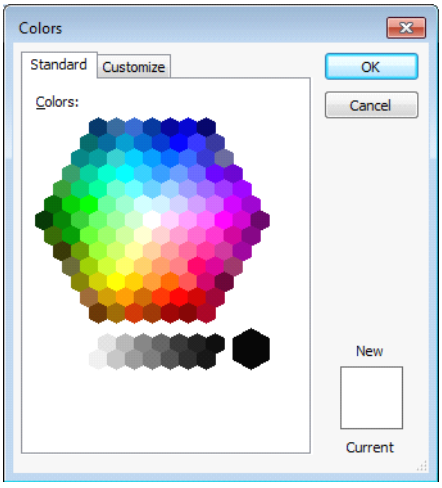


Figure 2.11—9 The 3-D color options

Select the color you prefer and click **OK**.

(4) To adjust the depth, direction, lighting, angles, and surfaces of the 3-D effect, select the appropriate option from the drop-down list:

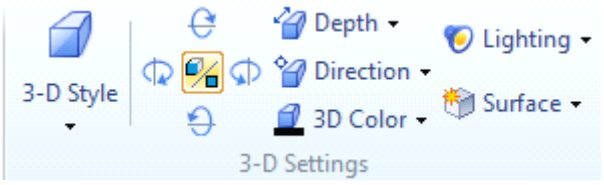


Figure 2.11—10 Establishing the 3-D effect

(5) The five options offered by the 3-D spinner are:

- Tilt Up: to move up slightly
- Tilt Down: to move down slightly

- Tilt Left: to move left slightly
- Tilt Right: to move right slightly

2.11.5. Inserting a Drop Cap

Drop caps are often used in formal articles, especially newspaper articles. Kingsoft Writer offers this function for your convenience To insert a drop cap follow these steps:

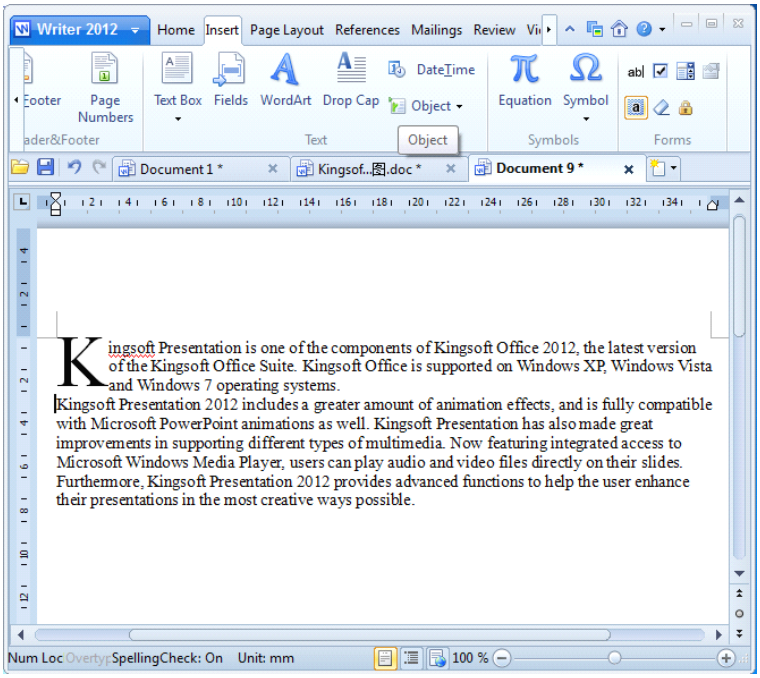

Writer 2012
Home
Insert
Page Layout
References
Mailings
Review
Footer
Page Numbers
Text Box
Fields
WordArt
Drop Cap
DateTime
Object
Equation
Symbol
Text
Symbols
Forms
Document 1 *
Kingsof...doc *
Document 9 *
Kingsoft Presentation is one of the components of Kingsoft Office 2012, the latest version of the Kingsoft Office Suite. Kingsoft Office is supported on Windows XP, Windows Vista and Windows 7 operating systems.
Kingsoft Presentation 2012 includes a greater amount of animation effects, and is fully compatible with Microsoft PowerPoint animations as well. Kingsoft Presentation has also made great improvements in supporting different types of multimedia. Now featuring integrated access to Microsoft Windows Media Player, users can play audio and video files directly on their slides. Furthermore, Kingsoft Presentation 2012 provides advanced functions to help the user enhance their presentations in the most creative ways possible.
Num Loc
SpellingCheck: On
Unit: mm
100 %

Figure 2.11—11 The Drop Cap effect

(1) Place the insertion point where you want to insert the drop cap.

(2) Go to the **Text** section of the **Insert** tab, select **Drop Cap** and open the **Drop Cap** dialog box, shown as follows:

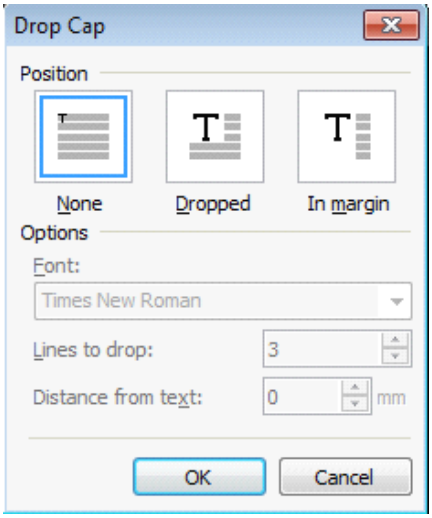


Figure 2.11—12 The Drop Cap dialog box

(3) In the **Position** section, select the style of drop cap, such as **Dropped.**

(4) In the **Font** drop-down list, choose the font for the drop cap.

(5) In the **Lines to drop** text box, choose the number of lines that the drop cap will occupy.

(6) In the **Distance from text** box, set the distance between the drop cap and the text.

(7) Click **OK** to complete.

To cancel the drop cap, place the insertion point where you want to cancel the drop cap paragraph. Go to the **Text** section of the **Insert** tab and select the **Drop Cap** option**.** In the opened **Drop Cap** dialog box, select **None,** and click **OK**.

2.11.6. Date and Time

It is not difficult to insert time and date into a document, simply:

(1) Place the insertion point where you want to insert the date and time.

(2) Go to the **Text** section of the **Insert** tab, select **DateTime** and open the **Date / Time** dialog box, shown as follows:

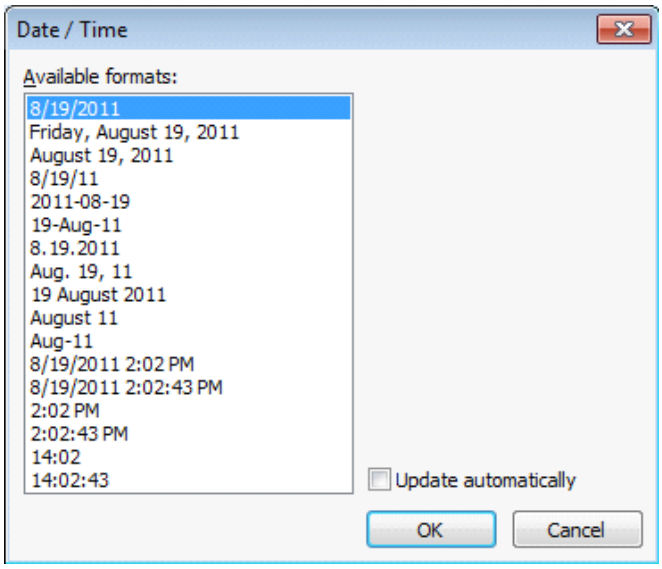


Figure 2.11—13 The Date/Time dialog box

(3) In the **Available formats** list, choose the style of date and time.

(4) To update the date and time, select the **Update automatically** check box. When you print this file, the printed date and time is the latest.

(5) Click the **OK** button to insert the current date into the document.

2.11.7. Objects

To insert an object:

(1) Go to the **Text** section of the **Insert** tab, select **Object** from the **Object** drop-down list. This will open the **Insert Object** dialog box, shown as follows:

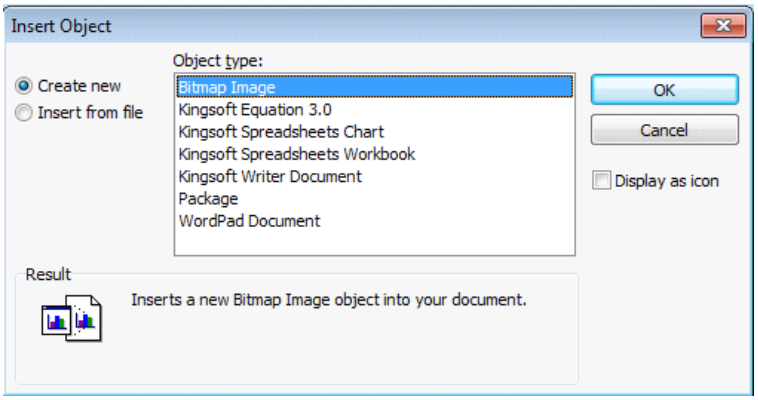


Figure 2.11—14 The Insert Object dialog box

(2) Select the contents you would like to install and and click **OK**.

Writer also possesses the ability to insert text located in other files:

(1) Select the position where you would like to insert the text.

(2) Go to the **Text** section of the **Insert** tab, select **File** from the **Object** drop-down

list.

(3) In the opened **Insert File** dialog box, select the file you need and click **Open** to insert.

2.12. Symbols

2.12.1. Equations

To use the equation editor, follow these steps:

(1) Place the insertion point where you want to insert the equation.

(2) Go to the **Symbols** section of the **Insert** tab, select **Equation** and open the **Equation Editor**:

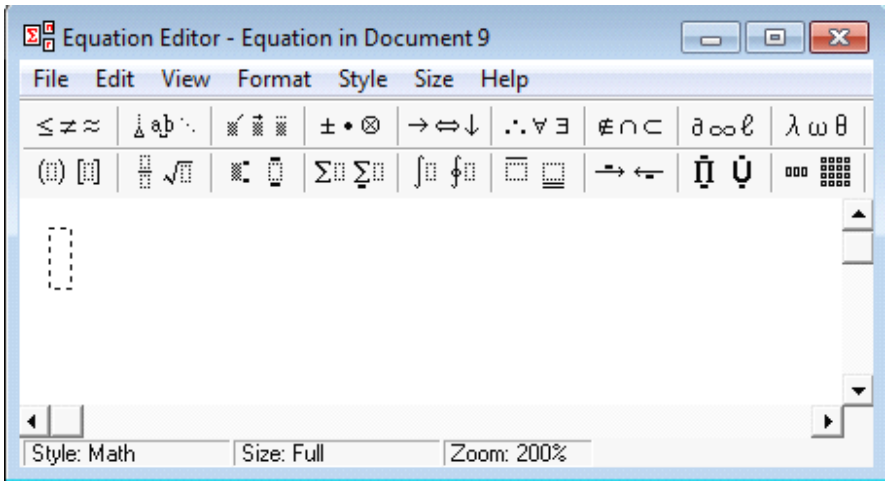


Figure 2.12—1 The Equation Editor

(3) You can create your equation using the **Equation Editor**.

After you have finished editing an equation, press **F3** or click **Update** on the **File** menu to update it. You can even update the equation by closing the equation editing box or clicking **Exit** in the **File** menu.

2.12.2 Symbols

To insert a symbol:

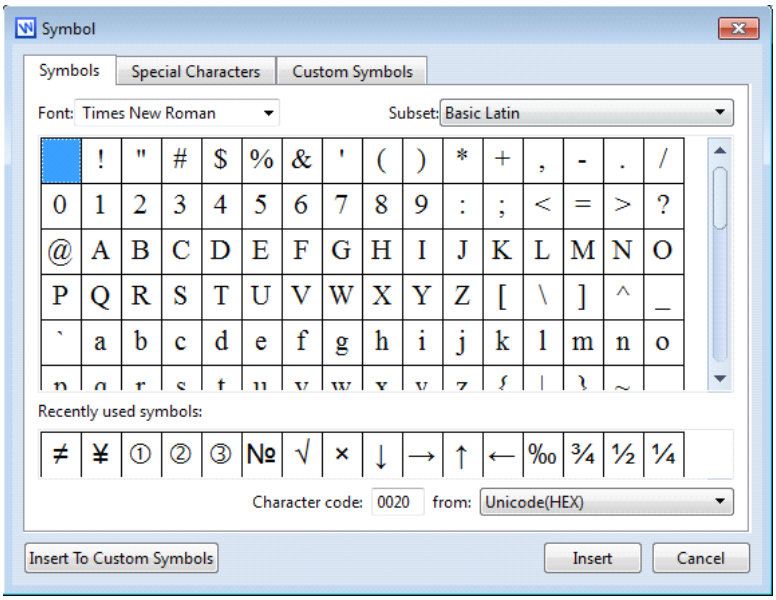


Figure 2.12—2 The Insert Symbol menu

(1) Place the insertion point where you want to insert the equation.

(2) Go to the **Symbol**s section of the **Insert** tab, select the **Symbol** option. This shows recently used symbols and the available custom symbols in the symbol list.

(3) If the symbol you want to insert is not in the symbol library, select **More Symbols** from the symbol list. This opens the **Symbol** dialog box.

(4) If the symbol you want to insert is not in the **Symbol** dialog box, try the **Front** drop-down list.

(5) Select the symbol you want from the dialog box and click the **Insert** button.

(6) Choose **Close** to exit the **Symbol** dialog box.

3. The Page Layout Tab

3.1. Page Setup

3.1.1. Text Direction

To set text direction:

(1) Go to the **Page Setup** section of the **Page Layout** tab, select the **Text direction** option. This will open the **Text Orientation** dialog box, shown as follows:

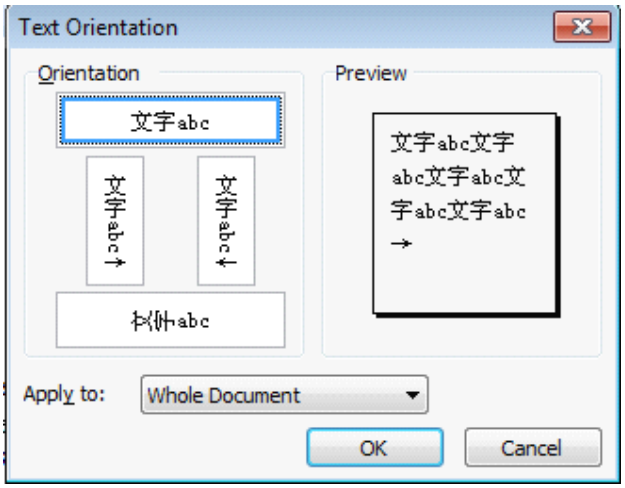


Figure 3.1—1 The Text Orientation dialog box

(2) Select a text direction from the **Orientation** section, this will display a preview of the potential changes.

(3) In the **Apply to** drop-down list, select the text direction to be applied either to the **Whole Document** or from **This point Forward**.

(4) Click **OK**.

3.1.2. Margins

Go to the **Page Setup** section of the **Page Layout** tab, select the **Margins** option. This opens the **Page setup** dialog box. Select the **Margins** tab, as detailed below：

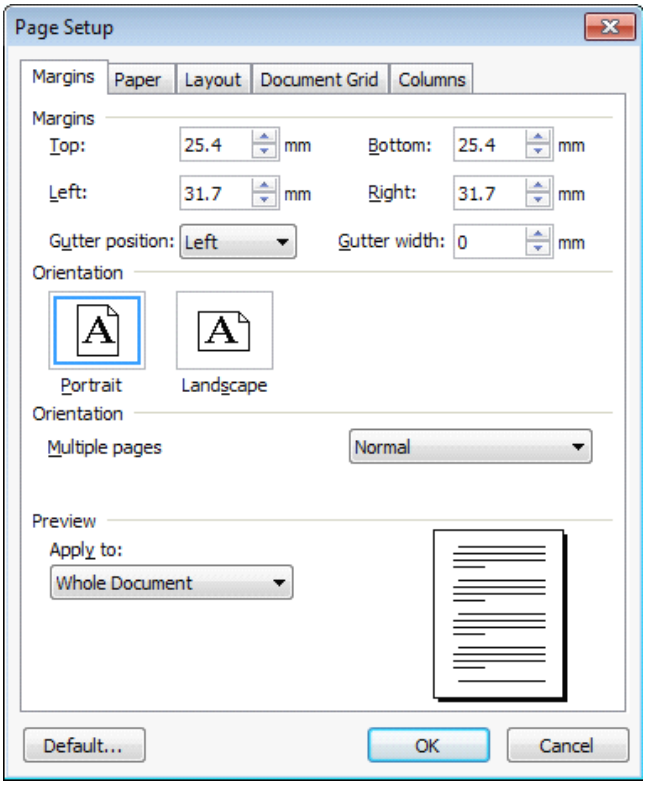


Figure 3.1—2 The Margins tab

You can set the following options using the **Margins** tab:.

(1) Select the **Top, Bottom, Left** or **Right** tuning boxes to set the value of the margins.

(2) In the **Orientation** group, select the paper orientation, you can choose from **Portrait** or **Landscape.** The default paper orientation is **Portrait.**

(3) In the **Multiple Pages** section, you can choose **Normal**, **Book fold** or **Reverse Book Fold** options for the multi-page mode.

(4) Click **Apply to** from the drop-down list to select the style application.

(5) Click the **OK** button to see the results.

3.1.3. Size

If you want to set the paper size：

(1) Go to the **Page Setup** section of the **Page Layout** tab, select the **Size** option. Open the **Paper** tab in the **Page Setup** dialog box, shown as follows：

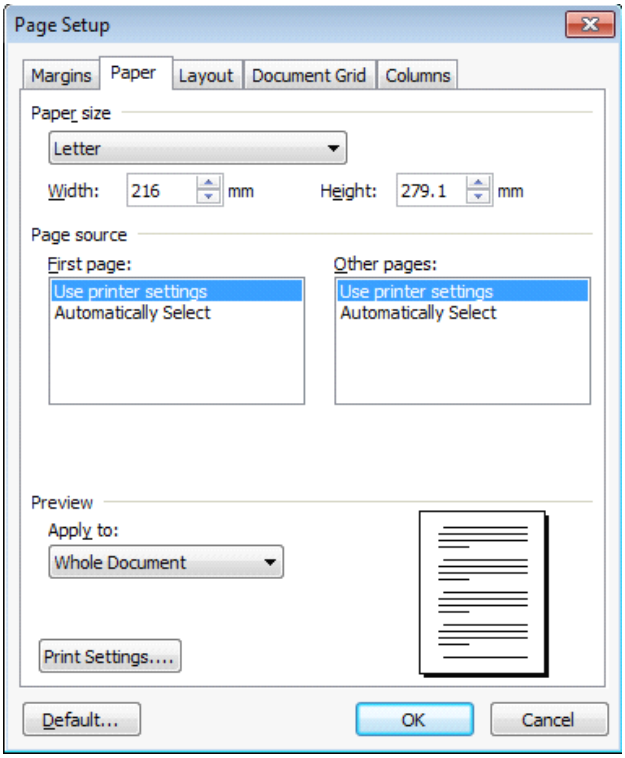


Figure 3.1—3 The Paper tab

(2) Select your preferred paper size from the **Paper Size** drop down list. If you want to customize the paper dimensions, use, the **Width** and **Height** text box and enter the specific values.

(3) When you are finished, click **OK**.

3.1.4. Columns

To set up a column follow these steps:

(1) If you want to turn the whole document into the multi-column layout, place the insertion point anywhere in the entire document. If you want only part of the document to be presented in the multi-column layout, please select the appropriate text, as shown below:

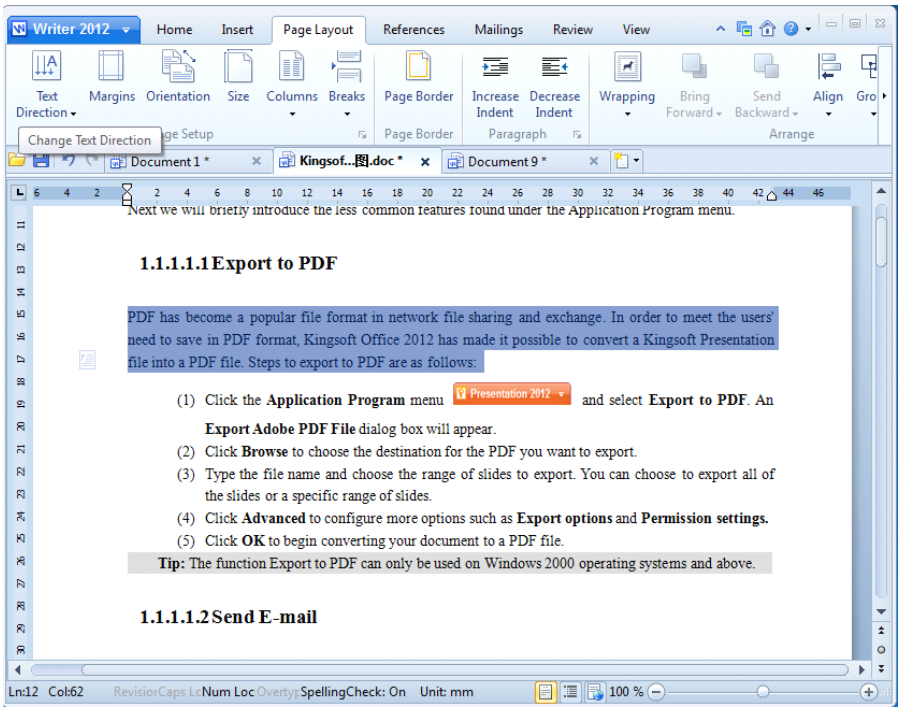

Writer 2012
Home
Insert
Page Layout
References
Mailings
Review
View
Text Direction
Margins
Orientation
Size
Columns
Breaks
Page Border
Increase Indent
Decrease Indent
Wrapping
Bring Forward
Send Backward
Align
Change Text Direction
Page Setup
Paragraph
Arrange
Document 1 *
Kingsof...图.doc *
Document 9 *
Next we will briefly introduce the less common features found under the Application Program menu.
1.1.1.1.1 Export to PDF
PDF has become a popular file format in network file sharing and exchange. In order to meet the users' need to save in PDF format, Kingsoft Office 2012 has made it possible to convert a Kingsoft Presentation file into a PDF file. Steps to export to PDF are as follows:
(1) Click the Application Program menu and select Export to PDF. An Export Adobe PDF File dialog box will appear.
(2) Click Browse to choose the destination for the PDF you want to export.
(3) Type the file name and choose the range of slides to export. You can choose to export all of the slides or a specific range of slides.
(4) Click Advanced to configure more options such as Export options and Permission settings.
(5) Click OK to begin converting your document to a PDF file.
Tip: The function Export to PDF can only be used on Windows 2000 operating systems and above.
1.1.1.1.2 Send E-mail
Ln:12 Col:62
SpellingCheck: On
Unit: mm
100 %

Figure 3.1—4 Selecting the text

(2) Go to the **Page Setup** section of the **Page Layout** tab, select the number of columns you want from the **Columns** drop-down list.

(3) If you want to set more columns, select the **More Columns** option from the **Columns** drop-down list. This will open the **Columns** dialog box, shown as follows：

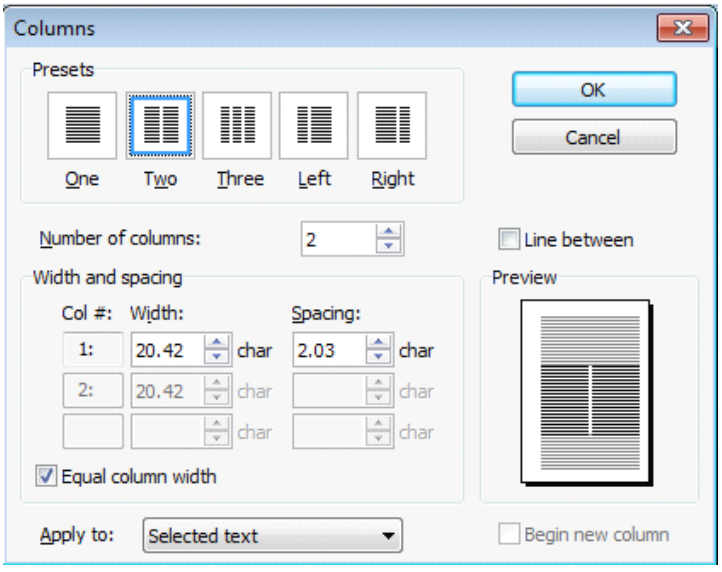


Figure 3.1—5 The Columns dialog box

(4) Select the format that you want from the **Present** section. For example, click **Two.**

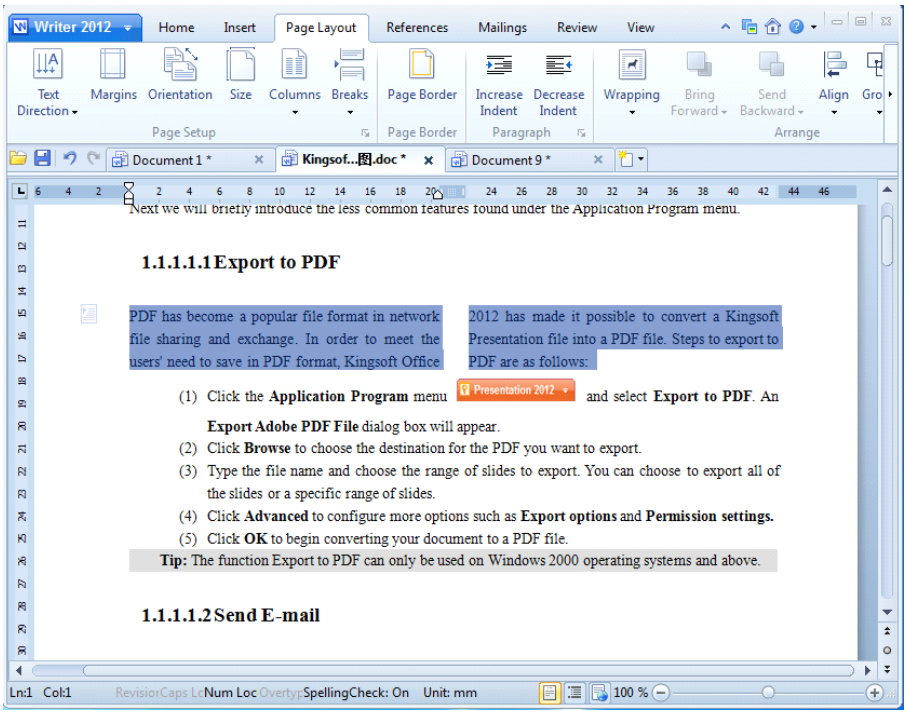
(5) In the **Apply** drop-down list box, specify the scope of the application as either

Whole Document or from **This point Forward**.

(6) If you want to establish a line between the two columns, select the **Line Between** check box.

(7) In the **Width and spacing** section, enter the values you want for the column spacing and width, or click the **Equal column width** check box.

(8) Click the **OK** button, the results are shown below：


Writer 2012
Home
Insert
Page Layout
References
Mailings
Review
View
Text Direction
Margins
Orientation
Size
Columns
Breaks
Page Border
Increase Indent
Decrease Indent
Wrapping
Bring Forward
Send Backward
Align
Page Setup
Paragraph
Arrange
Document 1 *
Kingsof...图.doc *
Document 9 *
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(1) Click the Application Program menu Presentation 2012 and select Export to PDF. An Export Adobe PDF File dialog box will appear.
(2) Click Browse to choose the destination for the PDF you want to export.
(3) Type the file name and choose the range of slides to export. You can choose to export all of the slides or a specific range of slides.
(4) Click Advanced to configure more options such as Export options and Permission settings.
(5) Click OK to begin converting your document to a PDF file.
Tip: The function Export to PDF can only be used on Windows 2000 operating systems and above.
1.1.1.1.2 Send E-mail
Ln:1 Col:1
Num Loc
SpellingCheck: On
Unit: mm
100 %

Figure 3.1—6 Formatting the text into two columns

3.1.4.1. Modifying Columns

To modify an existing column：

(1) Move the insertion point to the column you wish to modify.

(2) Go to the **Page Setup** section of the **Page Layou**t tab,, select the **More Columns** option from the **Columns** drop-down list. This will open the **Columns** dialog box.

(3) Select the format that you want to use from the **Preset** section.

(4) To change a column width or the spacing of the columns, go to the **Width** and **Spacing** box and enter the appropriate width and spacing values.

(5) Click the **OK** button to complete.

3.1.4.2. Canceling Columns

To cancel the column layout, the steps are as follows:

(1) Select text that you want to change from the multi-column to single column format, or simply place the insertion point in the section that you desire to change.

(2) Go to the **Page Setup** section of the **Page Layou**t tab, select the **More Columns** option from the **Columns** drop-down list. This opens the **Columns** dialog box.

(3) In the **Preset** group, select **One**.

(4) Click **OK** to complete.

3.1.5. Breaks

3.1.5.1. Page Breaks

Kingsoft Writer will automatically insert a page break when a page is filled. However, you can also insert a page break manually if you need to. To insert a page break, follow these steps:

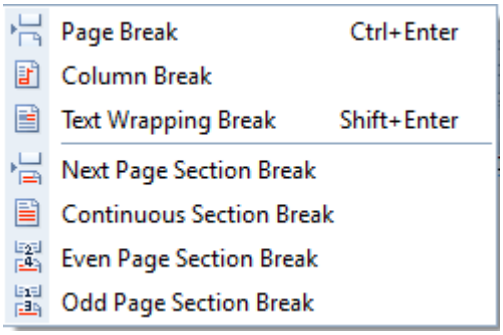


Figure 3.1—7 The Page Breaks list

(3) Place the insertion point where you want to insert the break.

(4) Go to the **Page Setup** section of the **Page Layout** tab, click the **Breaks** option to open the drop-down list.

(5) In the drop-down list, select **Page Break** to manually insert a page break.

Skill:

- Insert a page break using the shortcut **<Ctrl+Enter>.**
- If you need to remove the page break, place the cursor on the page break, and then press the **Delete** key.

3.1.5.2. Column Break

To insert a column:

(1) Place the insertion point where you want to insert the column.

(2) Go to the **Page Setup** section of the **Page Layout** tab, select the **Column Break** option from the **Breaks** drop-down list.

3.1.5.3. Text Wrapping Break

To change the text line:

(1) Place the insertion point where you want to change the text line.

(2) Go to the **Page Setup** section of the **Page Layout** tab, select the **Text Wrapping Break** option from the **Breaks** drop-down list.

3.1.5.4. Section Break

Using Writer, you can insert section breaks into documents. Section breaks include continuous section breaks, next page section breaks, odd page section breaks, and even page section breads:

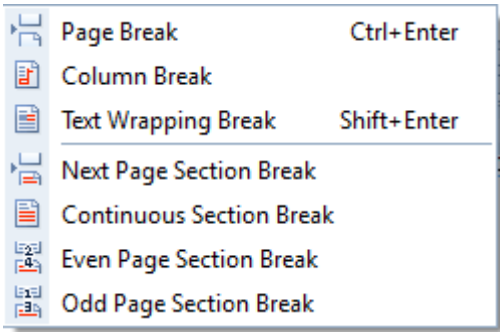


Figure 3.1—8 The four varieties of section break

- Next Page Section Break

Insert a **Next Page Section Break** to start a new section on the next page.

- Continuous Section Break

Insert a **Continuous Section Break** to start a new section on the same page.

- Even Page Section Break

Insert an Even Page Section Break to start a new section from the next even-numbered page.

- Odd Page Section Break

Insert an Odd Page Section Break to start a new section from the next odd page.

To insert a section break, go to the **Page Setup** section of the **Page Layout** tab, select one of the different section break options from the **Breaks** drop-down list.

Tip: If you delete a section break, just position the mouse in the section break, and then press the delete key。

3.2. Page Borders

3.2.1. Adding a Page Border

To add a page border to your documents, follow these steps:

(1) Go to the **Page Border** section of the **Page Layout** tab, select **Page Border** and open the **Page Border** tab in the **Borders /Shading** dialog box, shown as follows:

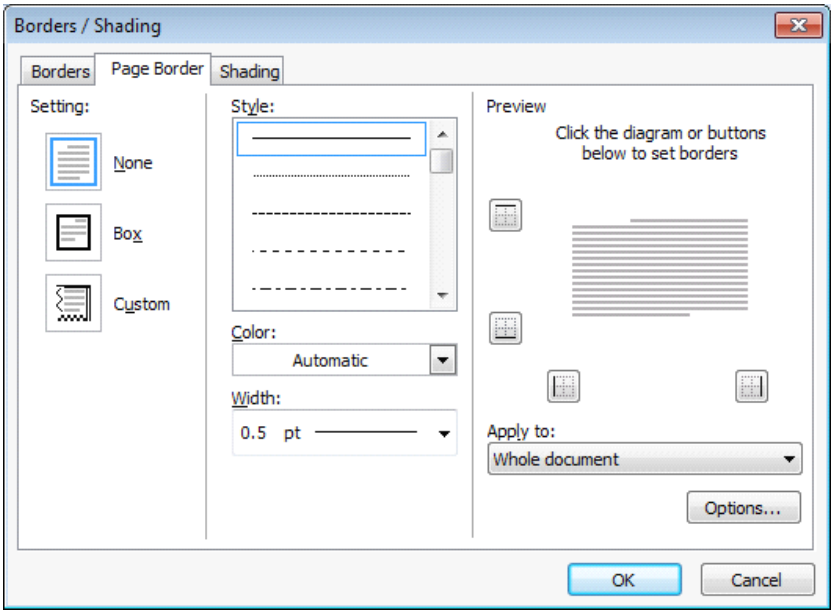


Figure 3.2—1 The Borders/Shading dialog box

(2) In the **Style** list box, select the border,variety, such as double line, dotted line, etc.

(3) In the **Color** drop-down list, select the color of the border line.

(4) In the **Width** drop-down list, select the width of the border line.

(5) In the **Apply to** drop-down list, select the scope of the application.

(6) Click the **OK** button to complete the procedure.

3.2.2. Adding Borders and Shading to Text

In addition to adding a border to the pages, you can also add borders and shading to the text and paragraphs.

3.2.2.1. Adding Borders

To add a border:

(1) Select the text that you want to add the border to.

(2) Go to the **Page Borders** section in the **Page Border** tab, open the **Borders / Shading** dialog box and select the **Borders** tab, see below:

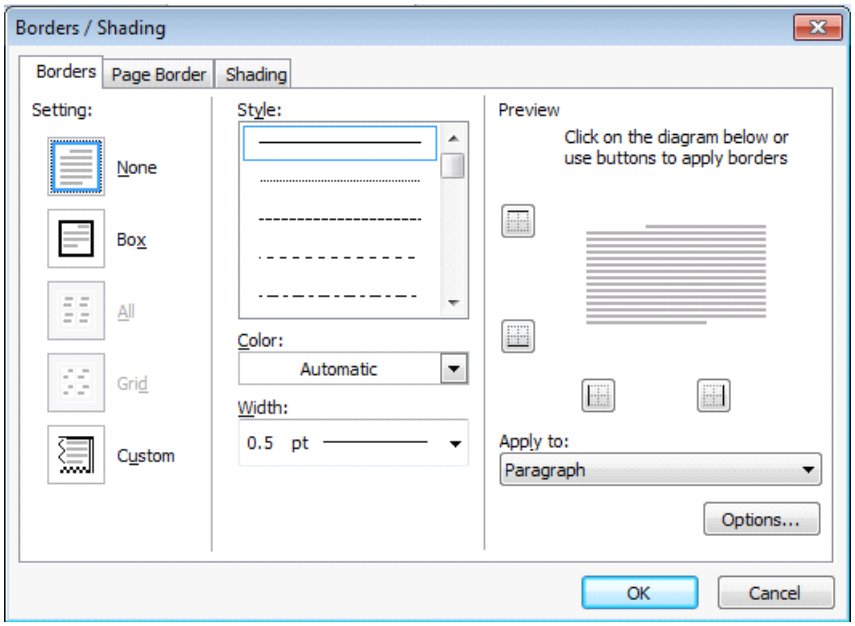


Figure 3.2—2 The Borders/Shading dialog box

(3) In the **Settings** group, select a border style, such as **Box**, **Custom**, etc.

(4) In the **Style** list box, select the line of the border, such as double line or dotted line, etc.

(5) In the **Color** drop-down list, select the color of the border line.

(6) In the **Width** drop-down list, select the width of the border line.

(7) In the **Apply to** drop-down list, select the scope of the application. Either select the text you want to apply the border to, or, if you had already selected the text, omit this step. You can then click the **OK** button to complete the process.

3.2.2.2. Adding Shading

You can add shading to the text using the **Borders and Shading** dialog box：

(1) Select the text that you want to add the shading to.

(2) Go to the **Page Borders** section and select the **Page Border** tab, open the **Borders / Shading** dialog box and select the **Shading** tab, shown as follows:

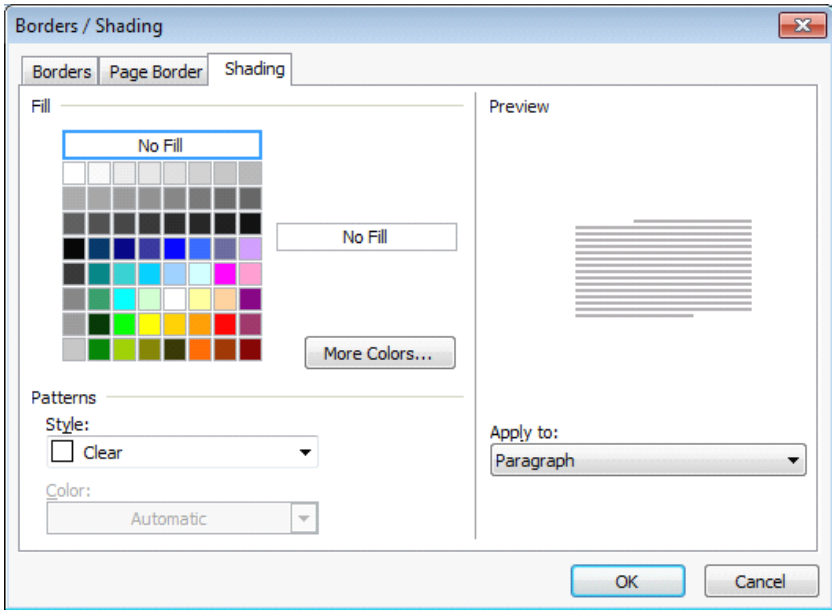


Figure 3.2—3 The Shading tab

(3) In the **Fill** group, select the fill color.

(4) In the **Patterns** group, select the **Style** and **Color.**

(5) Click **OK** to complete the process.

4. References Tab

4.1. Table of Contents

4.1.1. Inserting a Table of Contents

The steps to insert a table of contents are as follows：

(1) Check the title in document, to ensure that they have a consistent heading style format. To apply a heading style (see the **Style group** in the **Home Tab**), position the insertion point in the paragraph where the title, on the **Style and**

Formatting task window, in the **Click Formatting to apply** drop-down list, select a heading style.

(2) Place the insertion point where you want to insert the table of contents, this is usually at the beginning of the document.

(3) In the **Table of Contents** section of the **References** tab, select the **Insert Table of Contents** option**,** and open the **Table of Content** dialog box, shown as follows:

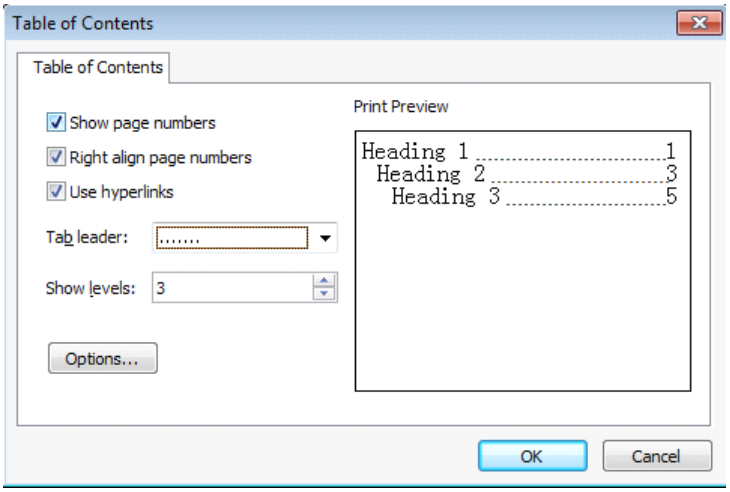


Figure 4.1—1 The Table of Contents menu

- Selecting the **Show page numbers** check box will display numbers beside each title.
- Selecting the **Right align page numbers** check box will align the page numbers to the right.
- Selecting the **Use hyperlinks** check box will make the table of contents automatically generate hyperlinks with the corresponding contents.

(4) In the **Tab leader** drop-down list, you can specify the distance of the break between the title and the page number.

(5) In the **Show levels** tuning box, you can specify the title level that shows in the table of contents (when you specify 1, only Heading style 1 shows in the directory. When you select 2, the styles of heading 1 and heading 2 will both appear in the directory).

(6) Click the **OK** button, the results are shown as follows:

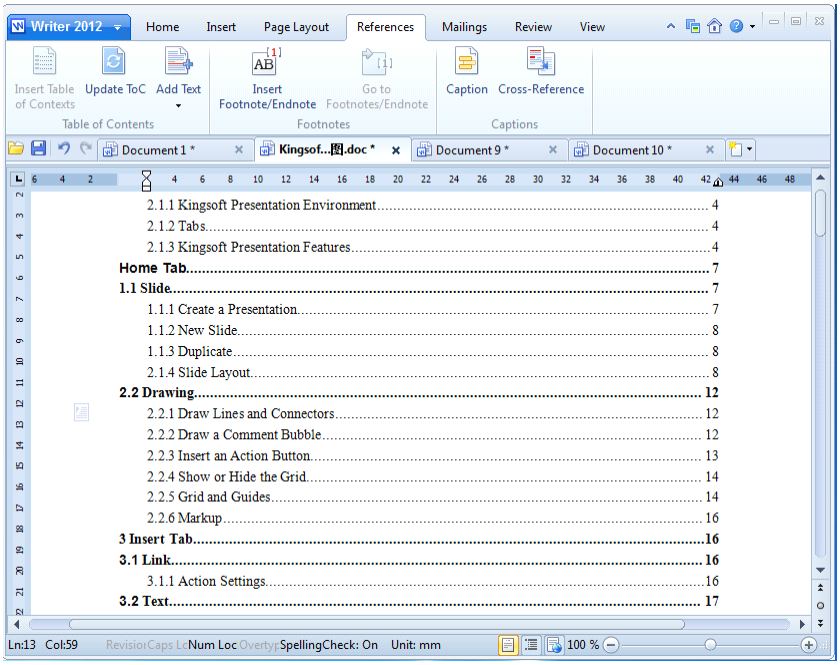


Figure 4.1—2 An inserted contents table

4.1.2. Update ToC

Updating the ToC is very simple, go to the **Table of Content** section of the **References** tab, select the **Update ToC** option**,** or right-click and open the shortcut menu. Select **Update Field** and open the **Update Table of Contents** dialog box, shown as follows:

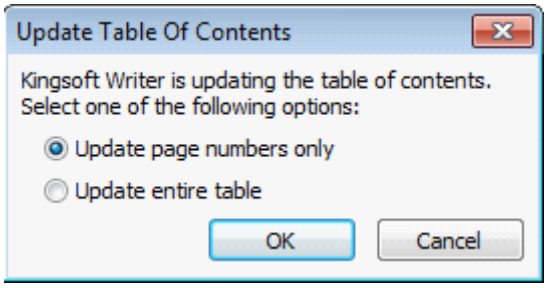


Figure 4.1—3 The Update Table Of Contents dialog box

- If you select the **Update page numbers only** option, then only the numbers of the existing catalog will be updated, the table of contents will not increase or change.
- If you select **Update entire table**, it will re-create and update the whole contents table.

Skill: If you want to copy the whole table of contents to another file, and then save or print alone, you must be disconnected link with the original text, otherwise, it will

appear page number errors when you save and print the page. The specific method is that select the whole table of contents, and press <Ctrl+Shift+F9> key.

4.1.3. Deleting a Table of Contents

To delete a table of contents, select the entire thing and press **<Delete>**.

4.1.4. Adding Text

To format a table of contents to include the text without a heading style,follow these steps:

(1) Select the text included in the contents table.

(2) Go to the **Table of Content** section of the **References** tab and click the **Add Text** option**.**

(3) Select the level you want**.**

(4) Repeat steps 1 to step 3 until all the text you want is displayed in the table of contents.

4.2. Footnotes and Endnotes

Footnotes and endnotes are used to provide modifications, comments, or references for a written document. Footnotes, located at the bottom of the current page or below the text, explain what the text means or add further detail, while endnotes are printed references located at the end of a document.

A footnote or endnote consists of two related parts: the note reference mark, and the corresponding note text. The note reference mark appears in both the document and the note area. You can enter note text of any length.

4.2.1. Inserting a Footnote or an Endnote

The steps are as follows：

(1) Place the insertion point where you want the footnote or endnote mark to be located.

(2) Go to the **Footnote**s section of the **References** tab, select the **Insert Footnotes/Endnotes** option to open the **Footnote and Endnote** dialog box,

shown as follows:

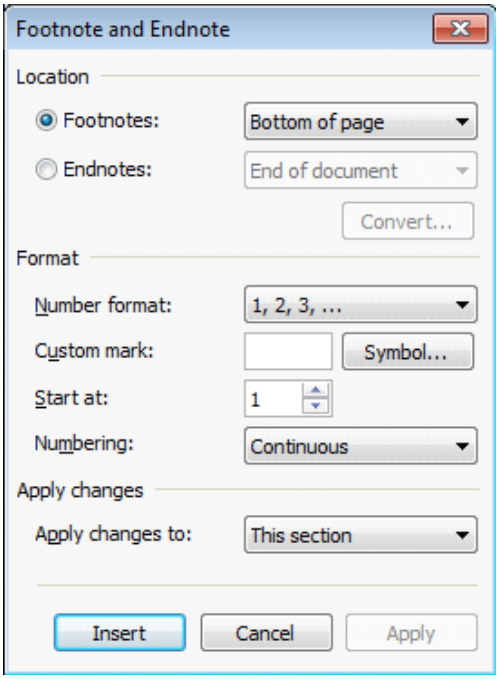


Figure 4.2—1 The Footnote and Endnote dialog box

(3) If you want to insert a footnote, select the **Footnotes** option and select the location of the footnote as **Bottom of page** or **Below text.** If you want to insert an endnote, select the **Endnotes** option and choose the location of the endnote as **End of document** or **End of Section.**

(4) Go to the **Number format** drop-down list in the **Format** section and select a number format. Enter the starting number in the **Start at** box, and then select either **Continuous** or **Restart each section** from the **Numbering** drop-down list. You can also enter a symbol in the **Custom mark**, or click the **Symbol** button, and then select a special symbol from the **Symbol** dialog box.

(5) Click the **Insert** button, you can then enter the text into the footnote or endnote, shown as follows:

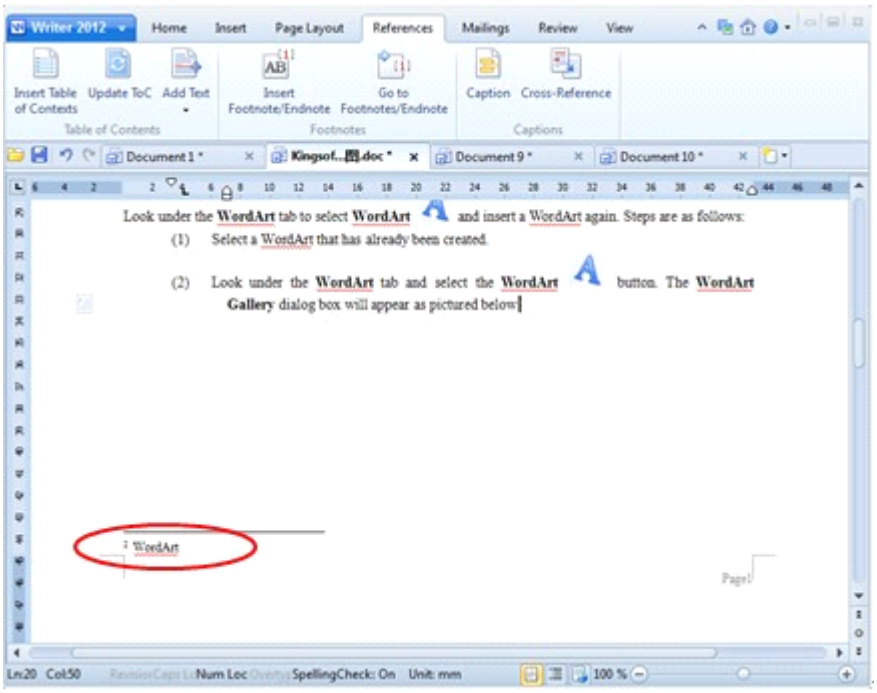


Figure 4.2—2 The effect of footnotes

4.2.2. Editing Footnotes or Endnotes

If you want to move a note:

(1) Select the the appropriate note.

(2) Move the cursor over the note and hold the left mouse button. Drag the note to the new location, then release the button.

You can also use the **Cut** and **Paste** command to move footnotes.

If you want to copy a note:

(1) Select the the appropriate note.

(2) Move the cursor over the note, and hold the **Ctrl** key while dragging the mouse. You can then copy the note to a new location, and insert text into the note area.

In addition, you can also use the **Copy** and **Paste** command to copy the footnote.

To delete a footnote or an endnote, select it and then press **Delete.** You should also delete the note reference mark in the document so that the other reference numbers can update accordingly..

Tips: To see a footnote or an endnote, double-click on the reference number.

4.2.3. Converting Footnotes and Endnotes

Footnotes can be converted into endnotes, and vice versa. To do this, follow these steps:

(1) Right-click the footnote or endnote.

(2) Open the shortcut menu and select **Convert To Endnote** or **Convert To Footnote**:

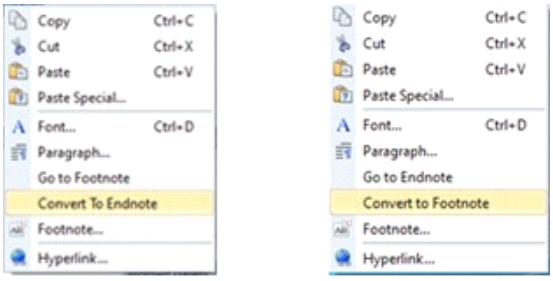


Figure 4.2—3 Converting footnotes and endnotes

4.2.4. Locating Footnotes/Endnotes

To go to a footnote or an endnote, follow these steps：

(1) Place the cursor in the text that includes the footnote or endnote.

(2) Go to the **Footnote**s section of the **References** tab and select the **Go to the Footnotes/Endnotes** option. This will open the **Footnote and Endnote** dialog box, shown as follows:

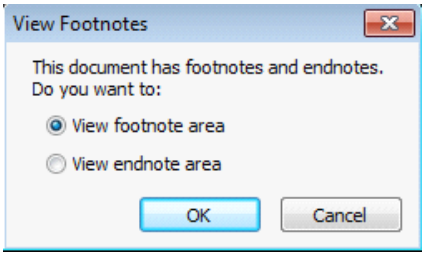


Figure 4.2—4 The View Footnotes menu

(3) Select either **View footnote area** or **See endnote area** and click **OK.** You can then view the batch of footnotes or endnotes in the document.

4.3. Captions

4.3.1. Adding Captions

If you want to add captions to the existing tables, charts, formulas, or other items:

(1) Select an item for which you want to insert a caption.

(2) Go to the **Captions** section of the **References** tab and select the **Caption** option**.** This will open the **Caption** dialog box.

(3) Select the desired label from the **Label** drop-down list, such as **Equation, Figure** or **Table**.

(4) If these labels do not meet your needs, click the **New label** button and open the **New label** dialog box. Enter the name in the **Label** option, then click the **OK** button to return to the **Caption** dialog box. At this point, the new label will appear in the **Label** drop-down list.

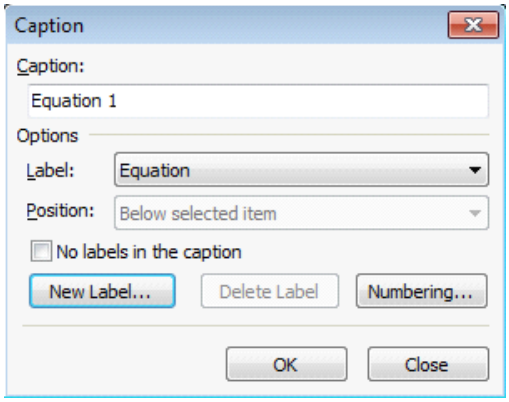


Figure 4.3—1 The Caption dialog box

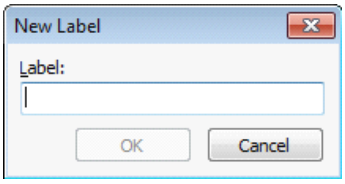


Figure 4.3—2 The New Label dialog box

(5) Kingsoft Writer also provides an adding chapter numbers function. Select the **Numbering** option, and open the **Caption Numbering** dialog box, shown as follows. Choose the **Include Chapter number** check box, this allows you to add chapter numbers to the document.

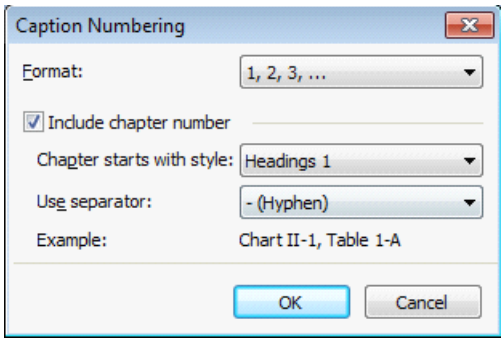


Figure 4.3—3 Setting the caption numbering

(6) Click the **OK** button to complete. If you want to add text, you can enter the text in the end of caption, shown as follows:

Figure 4.3—4 Inserting the caption for a table

(7) To delete a caption, select the caption, then press **<Delete>.** After clearing this caption, Writer will automatically update the numbering for the rest of the captions.

4.3.2. Cross-Referencing

A cross-reference refers to an item that appears in another location in the document. It is usually used for locations that refer to each other in the same document. Cross-referencing helps users to find the content they are looking for as soon as possible. It also displays the the structure of a book in a more systematical and compact way.

Go to the Captions section of the References tab and select, the **Cross-Reference** option. The system will generate the data list, you can insert some information that you have set **heading (numbering), bookmark, captions (numbering)**, shown as follows:

When you click the reference links, you can quickly jump to a specified location, facilitating easy browsing. For example, "See **Figure 25**, **Section 2 Chapter 8** etc".

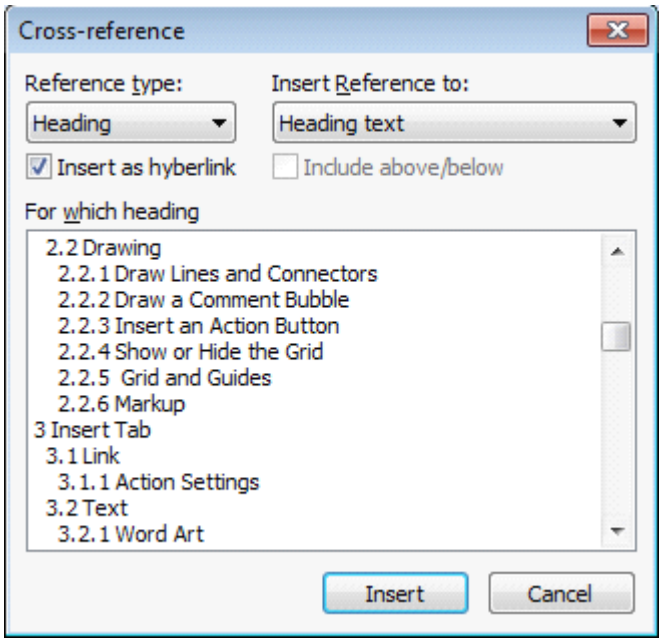


Figure 4.3—5 The cross-reference settings

5. Mailings Tab

5.1. Mailings

To create a mail merge:

(1) Open or create the main document.

(2) Go to the **Start Mail Margin** section of the **Mailings** tab and select the **Open Data Source** option. Open the relevant data source, shown as follows:

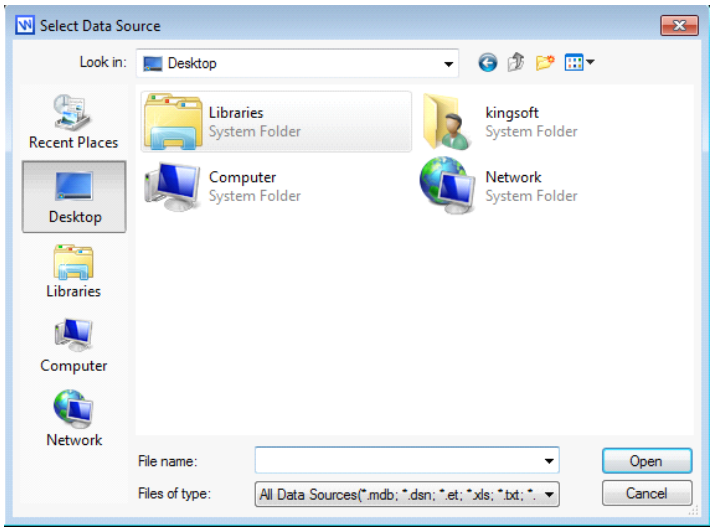


Figure 5.1—1 Selecting from the Data Source dialog box

(3) Select the **Insert Merge Fields** option from the **Write & Insert Fields** section. This opens the **Insert Merge Field** dialog box:

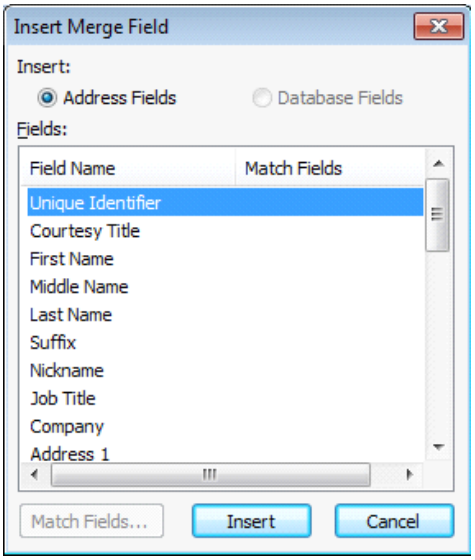


Figure 5.1—2 The Insert Merge Field dialog box

(4) Choose the data field that you want to insert.

(5) Click the **Insert** button to complete the merge.

(6) Select the **Mail Merge Recipients** option from the **Start Mail Margin** section. In the opened dialog box, select the recipients, you are then free to send the merged mail.

Tips:

- You can check which kinds of files are accepted as the data source using the **Open Data Source** dialog box. Simply selectg the drop-down arrow of the Files

of type box.

- Kingsoft Writer turns the items in the data source to fields that it can identify.

6. The Review Tab

6.1. Proofing

6.1.1. Checking Spelling

Kingsoft Writer comes with an automatic spell-checker to aid in the proof reading of documents. To use this function, follow these steps:

(1) Go to the **Proofing** section of the **Review** tab, select the **Check Spelling** option and open the **Check Spelling** dialog box,shown as follows:

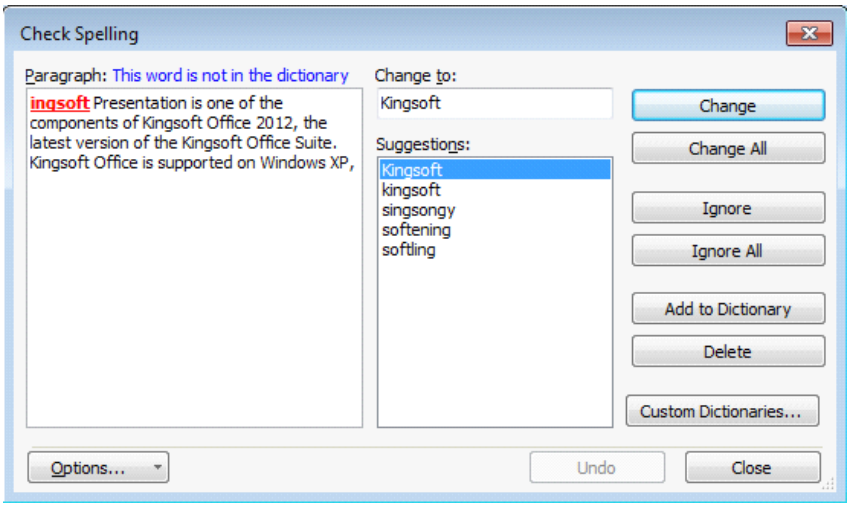


Figure 6.1—1 The Check Spelling dialog box

(2) If you make a spelling mistake, the **Suggestions** option will emerge. You can also click **Options** to set specific conditions.

6.1.2. Word Count

The count the number of words in a document：

(1) Place the insertion point anywhere in the document, or, if you want statistics for for a specific paragraph, select the paragraph.

(2) Go to the **Proofing** section of the **Review** tab, select **Word Count** to open the **Word Count** dialog box. This will reveal the document statistics, as shown

below:

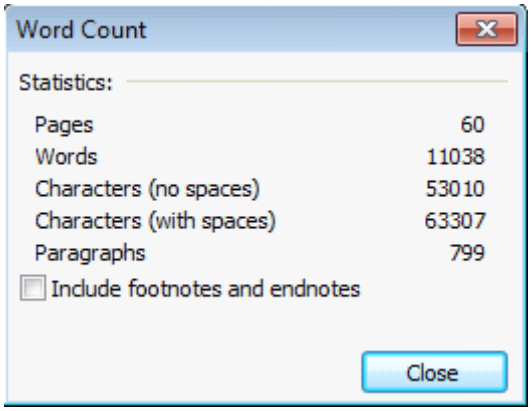


Figure 6.1—2 The Word Count dialog box

(3) If you want to include footnotes and endnotes in the word count, select the **Include footnotes and endnotes** check box.

(4) Click **Close** to complete.

6.2. Changes and Comments

6.2.1. Tracking Modifications

To track modfications:

(1) Select the text that you want to modify.

(2) Go to the **Change and Comment** section of the **Review** tab, either select the **Track Modifications** option from the **Track Modifications** drop-down list, or press **<Shift+Ctrl+E>,** to enter the modification mode.

(3) If you want to exit the modification mode,, go to the **tracked changes and comments** section and again select **Track Modifications.**

6.2.2. Changing Tracking Options

The steps to change tracking options are as follows:

(1) Go to the **Change and Comment** section of the **Review** tab, select **Change Tracking Options** from the **Track Modifications** drop-down list. This opens the **Options** dialog box, you can then select the **Track Modifications** tab, shown as follows:

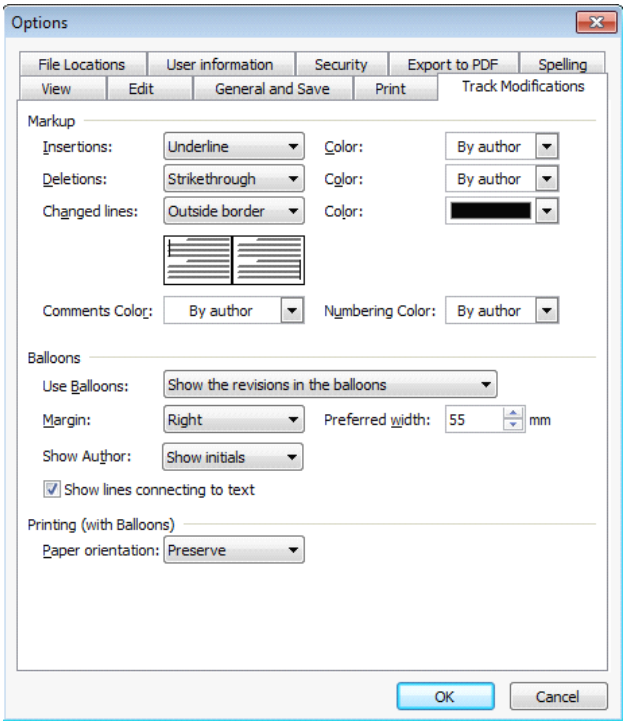


Figure 6.2—1 The Track Modifications tab dialog box

(2) In the **Markup** section, you can adjust the **Insertions**, **Deletions,** and **Comment Color** options.

(3) In the **Balloons** option group, you can set **Show Author.**

(4) Select the **User information** tab, here you can enter the **Name, Initials,...**etc.

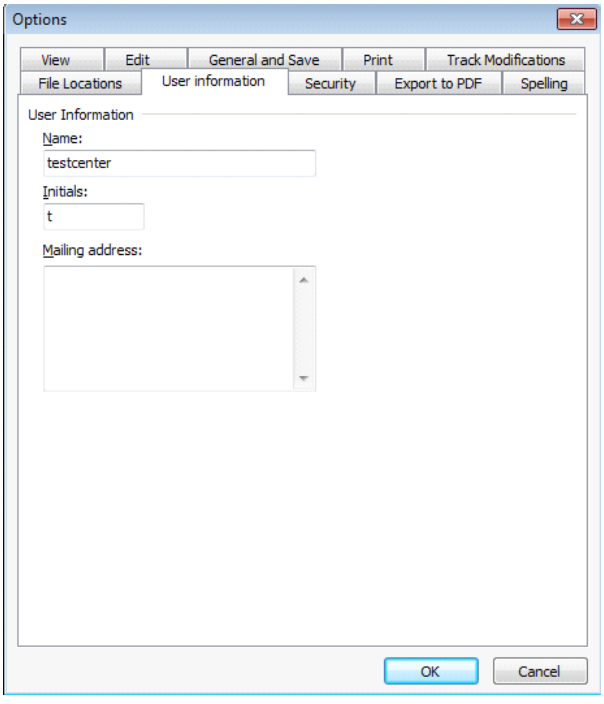


Figure 6.2—2 The User information tab

(5) Click **OK** to finish.

6.2.3. Modifying the Document

To modify a document:

(1) Open the document that you want to modify, and enter the modifying status.

(2) You can edit the document as an ordinary document. However, any changes made will be marked in the document, shown as follows:

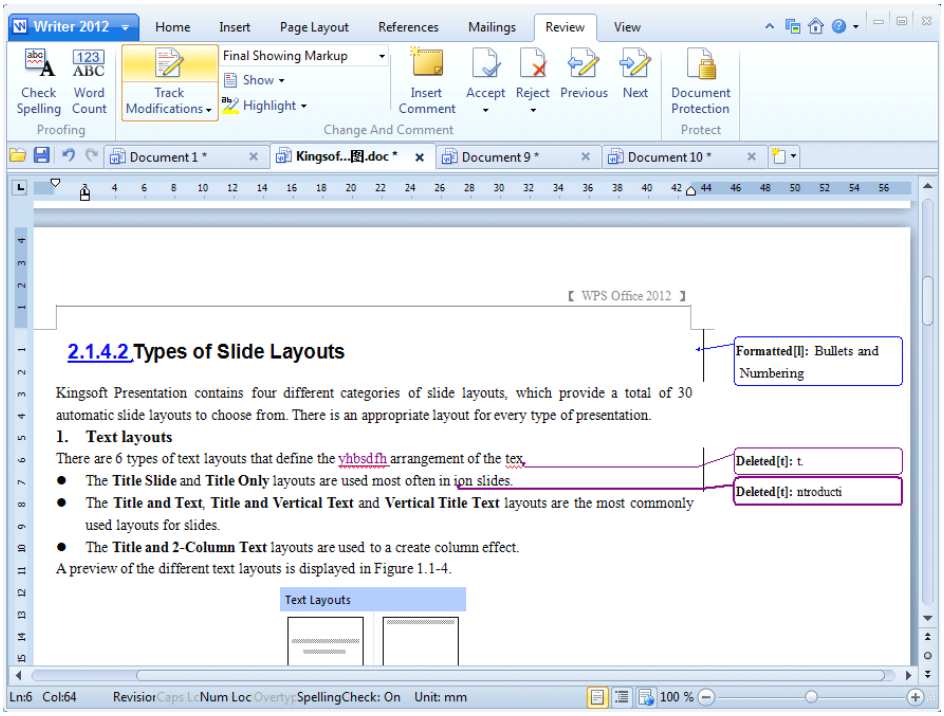

Writer 2012
Home
Insert
Page Layout
References
Mailings
Review
View
Check Spelling
Word Count
Track Modifications
Final Showing Markup
Show
Highlight
Insert Comment
Accept
Reject
Previous
Next
Document Protection
Proofing
Change And Comment
Protect
Document 1 *
Kingsof...doc *
Document 9 *
Document 10 *
WPS Office 2012
2.1.4.2 Types of Slide Layouts
Formatted[l]: Bullets and Numbering
Kingsoft Presentation contains four different categories of slide layouts, which provide a total of 30 automatic slide layouts to choose from. There is an appropriate layout for every type of presentation.
1. Text layouts
There are 6 types of text layouts that define the vhbsdfh arrangement of the tex
Deleted[t]: t
The Title Slide and Title Only layouts are used most often in ipn slides.
Deleted[t]: ntroducti
The Title and Text, Title and Vertical Text and Vertical Title Text layouts are the most commonly used layouts for slides.
The Title and 2-Column Text layouts are used to a create column effect.
A preview of the different text layouts is displayed in Figure 1.1-4.
Text Layouts
Ln:6 Col:64
SpellingCheck: On
Unit: mm
100 %

Figure 6.2—3 Modifying text using track modification

Tips: To view a modification, place the cursor in the modified section. This will open the prompt, including the name, time, and operation of the modification.

(3) In the **Change and Comments** section, there are four options for modifying text; **Final Showing Markup**, **Final**, **Original Showing Markup,** and **Original**. The following figure demonstrates the **Original Showing Markup** option which lists the process of the modifications. If you want to clearly see the effect of the revised document, select the **Final Showing Markup** option**.**

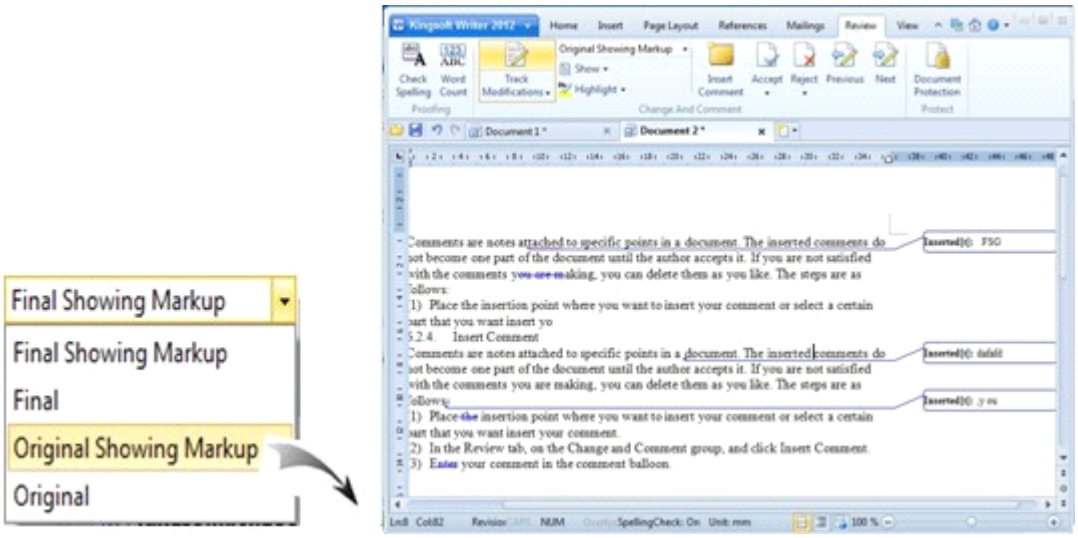


Figure 6.2—4 The Original Showing Markup view

6.2.4. Inserting Comments

Comments are notes attached to specific points in a document. The inserted comments do not become part of the document until the author accepts them. If you are not satisfied with the comments you are making, you can delete them as you deem fit. To do this, follow theses steps:

(1) Place the insertion point where you want to insert the comment.

(2) Go to the **Change and Comment** section of the **Review** tab, and select **Insert Comment.**

(3) Enter your comment in the comment balloon.

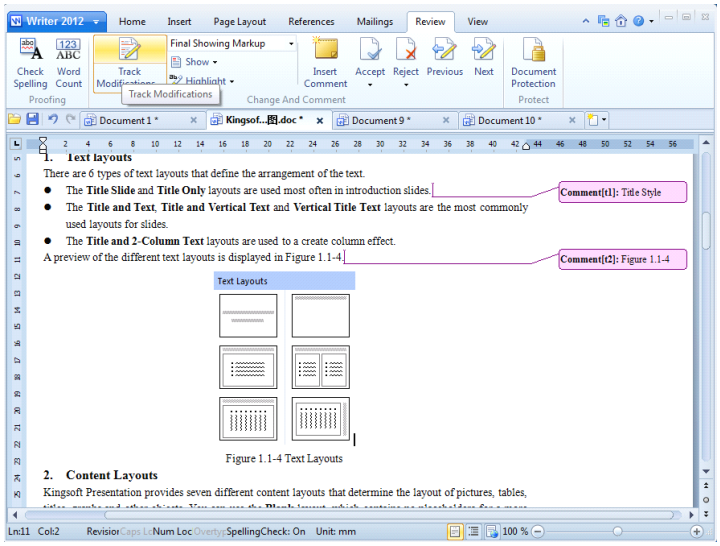


Figure 6.2—5 Inserting comments

6.2.5. Deleting Comments

To delete a comment:

(1) Go to the **Change and Comment** section of the **Review** tab, select the **Reject Change/Delete Comment** option from the **Reject** drop-down list**.**

(2) To delete all the comments, return to the **Review** tab, and go to the **Change and Comment** section. Select **Delete All Comments in Document** from the **Reject** drop-down list, shown as follows:

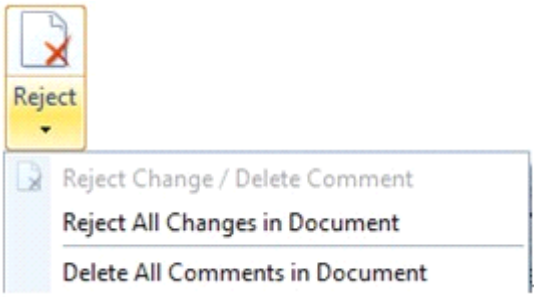


Figure 6.2—6 Deleting all comments in a document

6.2.6. Accepting, Rejecting and Viewing Comments

When you review the modifications, you can accept, reject, or view comments:

- If you choose to accept,go to the **Change and Comment** section of the **Review** tab, select the **Accept All Changes in Document** option from the **Accept** drop-down list.
- If you choose to reject, select the **Reject Change/ Delete Comment** option from the **Reject** drop-down list in the **Change and Comment** section. Alternatively, you can select **Reject All Changes in Document.**
- If you want to view changes, and cycle through these changes, go to the **Change and Comment** section and select the **Previous** or **Next** option.

6.3. Protecting your Work

The steps are as follows:

(1) Go to the **Protect** section of the **Review** tab,,select the **Document Protection** option to open the **Document Protection** dialog box, shown as follows:

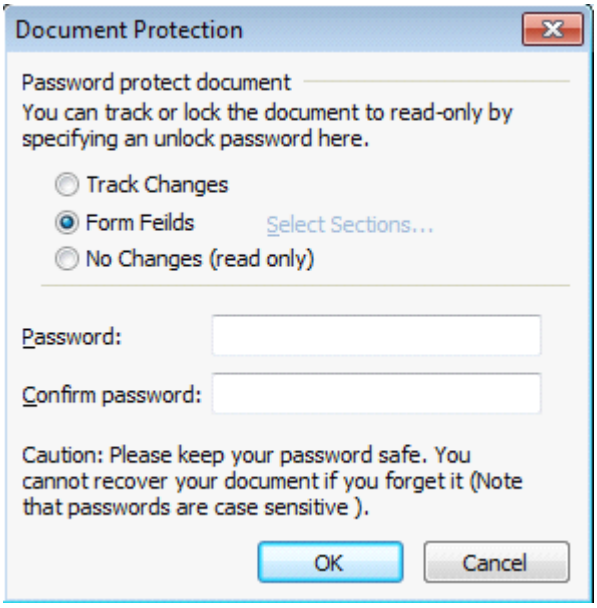

Document Protection
Password protect document
You can track or lock the document to read-only by specifying an unlock password here.
Track Changes
Form Feilds
Select Sections...
No Changes (read only)
Password:
Confirm password:
Caution: Please keep your password safe. You cannot recover your document if you forget it (Note that passwords are case sensitive).
OK
Cancel

Figure 6.3—1 Protecting form fields in the Document Protection dialog box

(2) Select the **Form Fields** option and enter a password to complete the protection.

(3) Go to the **Protect** section and select the **Document Protection** option again, and enter the password again.

7. View Tab

7.1. Document View

7.1.1. Outline

To set the outline: go to the **Document View** section of the **View** tab, select the **Outline** option and choose the **Outline** tab. Alternatively, you can click the **Outline** button in the bottom left corner of the screen to start the outline view, shown as follows:

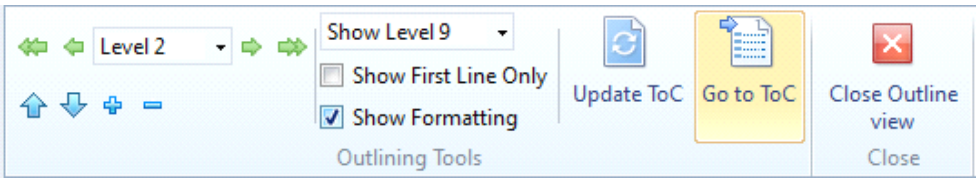


Figure 7.1—1 The Outline tab

The functions of the commands in the **Outline** tab:

- Elevated to the title **1**: upgrade to **Heading 1** where the cursor stops the paragraph**.**
- Improved: upgrade a level where the cursor stops the paragraph, such as upgrade from heading 3 to heading 2.
- Outline level: Displays the style level where the current cursor stops the paragraph, you can quickly adjust the paragraph style.
- Reduce: reduce a level where the current cursor stops the paragraph.
- Reduced to **Text**: reduce to the text where the cursor stops the paragraph.
- Move: move the cursor on the paragraph above the previous paragraph.
- Down: Move the cursor after a period of falling under paragraph square.
- Fold/Unfold: the folds of the lower style will start in the lower style folding.
- Display level: displays the styles, and you can set.
- Display the first line: Choose **Show the first line** check box, the document content more than one line of text passages only the first lines, and end of the line displays ellipsis.
- Display format: Choose **Display format** check box, this will change all the text in the document according to established format.

- Update the directory: press the update directory button to update the documents directory.
- Go to the directory: From the document directory press this button to jump to the designated location.
- Close outline view: click the **Close outline view**, then close the outline view. This returns the page to view mode.

7.1.2. Setting a Custom Background Color and Text Color

To customize the background color and text color, follow these steps:

(1) Go to the **Document View** section of the **View** tab, select the **Background** option to open the **Background** dialog box, shown as follows:

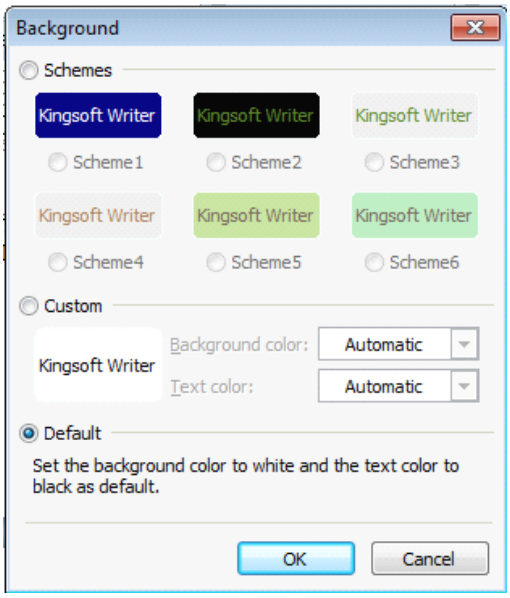


Figure 7.1—2 The Custom Background and Schemes menu

(2) You can set the background and text color using either the **Schemes** of **Custom** tab. If you do nothing, the system will set the background and text color to the default.

7.1.3. Print Preview

To enter print preview: go to the **Document** section of the **View** tab,and select the **Print Preview** option. This will take you to the print preview mode. You can also adjust the preview effect in the **Print Preview** tab.

(1) If you need to print, select the **Print Preview** tab from the **Print** section and click

Print. This will open the following **Print** dialog box:

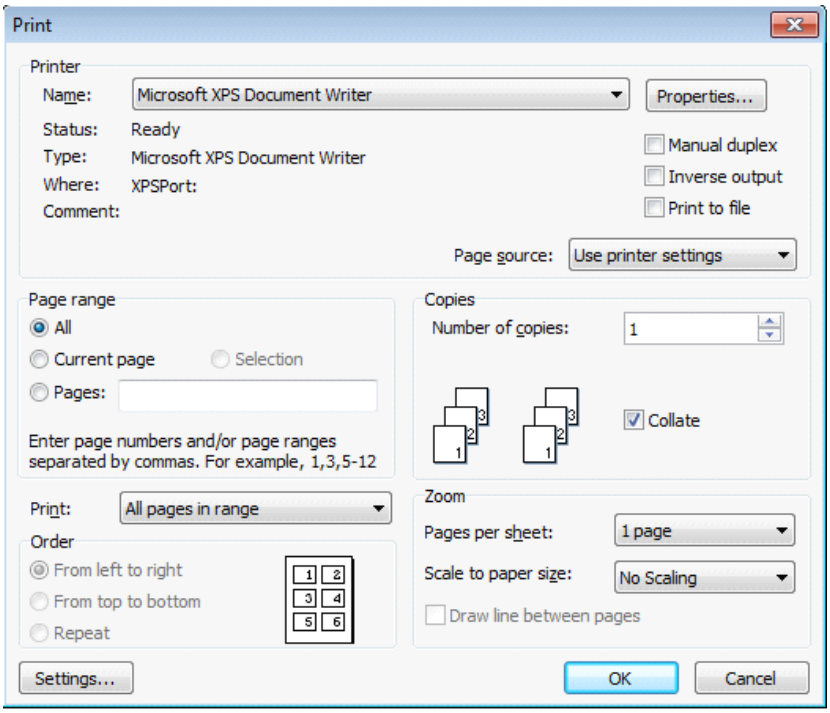


Figure 7.1—3 The Print dialog box

(2) In the **Printer** section, you can set the name of the printer, and check the printer status and type, among other things. In the **Name** drop-down list, choose the printer you want to use.

(3) Click the **Properties** button, open the dialog box and set the paper source and other relevant options.

(4) When finished, click the **OK** button to return to the **Print** dialog box. Click **OK** again to complete.

7.1.3.1. Switching Pages and the Double and Multi-Page Preview

It is possible to preview single, double, or multiple pages at a time. If you want to switch pages, the steps are as follows:

- Click the **Previous page** or **Next page** buttons in the vertical scroll bar.
- Press the **Page Up** key or **Page Down** key on the keyboard.

To view the double pages preview, go to the **Print Preview** window in the **Print Preview** tab. Select the **Double Pages** option from the **Show** section**.** To preview multiple pages, go to the **Show** section and, click the **Zoom** button next to the drop-down arrow, and select the appropriate zoom.

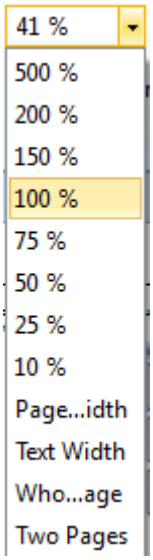


Figure 7.1—4 Magnifying options

7.1.3.2. Changing the Proportion of Print Preview

To change the ratio of the print preview, you need enter the print preview mode. Under the 100% status, place the cursor on the page, when the cursor changes to the shape, click, and the page will magnify to the appropriate degree. To revert to the 100% status, place the cursor back on the screen, when the cursor changes to the shape, click.

7.2. Show

7.2.1. Document Maps

To open the document map: Go to the **Show** section of the **View** tab and select the **Document Map** option**.** The default mode is **Place on Left**, click **Document Map** again to remove this option. In the **Document Map** drop-down list, you can select the **Place on Left, Place on Right**, and **Visible** options to set the location of the document map.

7.2.2. Rulers

You can also use the ruler to indent paragraphs signs, the indentation mark is shown as follows:

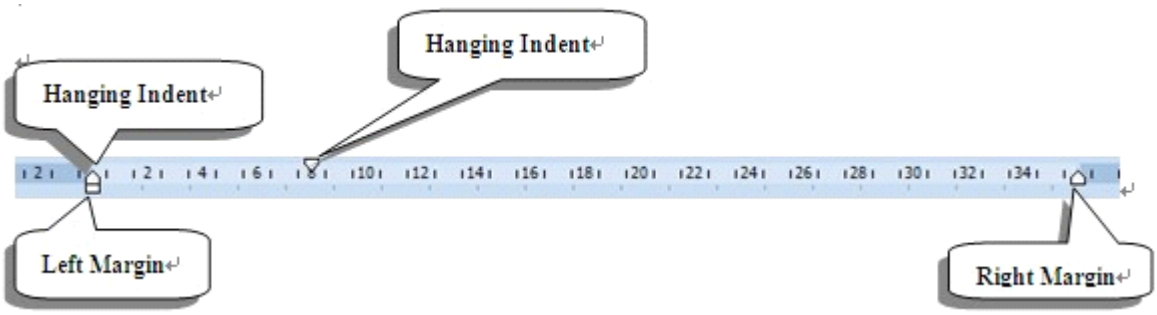


Figure 7.2—1 The ruler margin marker

- Drag the **Left Margin** marker to control the position of the left border.
- Drag the **Right Margin** marker to control the position of right border.
- Drag the **First Line Indent** marker to change the starting position of the first line and first character.
- Drag the **Hanging Indent** marker to change the starting position of all lines except the first line.

7.2.3. Gridlines

To set gridlines:

Go to the **Show** section of the **View** tab and select the **Gridlines** option. This will cause the gridlines to appear on the screen. Select the **Gridline** option again to remove these lines.

7.2.4. Markup

If you need to hide or display comments, Kingsoft provides a markup function. To achieve the **Markup**, the document must be in a **Modification** state. In the **Show** section of the **View** tab, select the **Markup** option to hide or display the comments.

7.2.5. Task Pane

You can easily create, open, or edit a document via the task pane. By default, the task pane is displayed on the right side of the window when you start Kingsoft Writer.

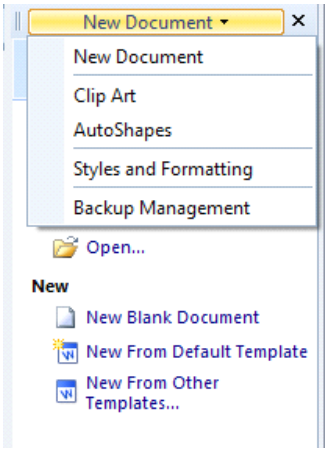


Figure 7.2—2 The Task window

7.2.5.1. Using the Task Pane

To use the task pane:

(1) Open the task list in the top of the window and select different tasks. This will cause the contents of the task pane to change. Writer provides the **New Bland Document**, **Clip Art**, **Autoshape**, **Format and Style,** and **Backup management** functions.

(2) Select one fo the commands in the task pane to execute the corresponding action.

(3) Click the **Close** button in the top right corner of the task pane to close it.

(4) In the **Show** section of the **View** tab, select the **Task Pane,** or press the **<Ctrl+F1>** shortcut, you can display and hide the task pane.

7.2.5.2. The Control Task Pane is Automatically Enabled at Startup

You can toggle whether to automatically start the task pane via the **Startup Task Window** in the **Options** dialog box, the steps are as follows:

(1) In the **Application** menu,

in the top left corner, select **Options** from the bottom right, and open the **Options** dialog box. Choose the **View** tab:

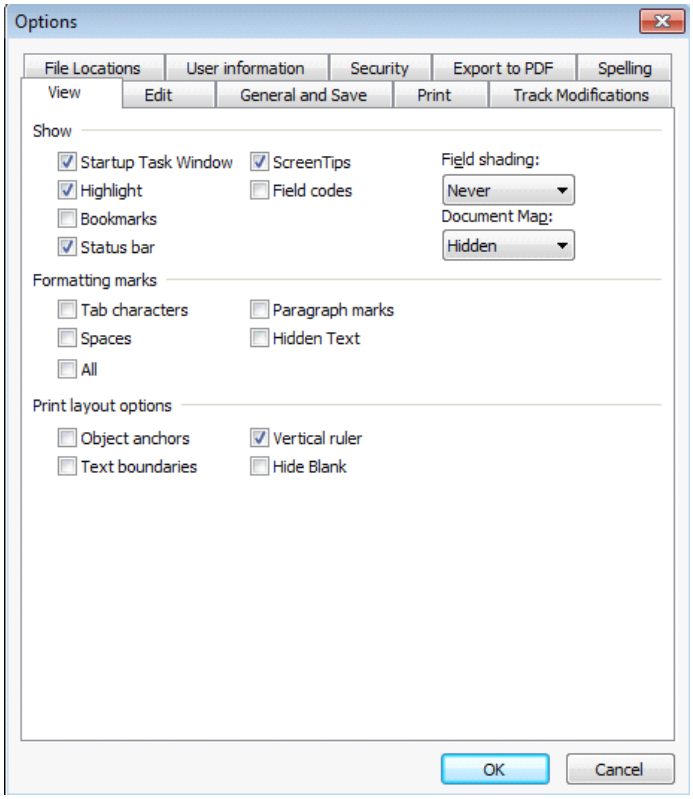


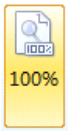
Figure 7.2—3 The View tab

(2) In the **Show** section, select or de-select the **Startup Task Window** check box to complete.

7.2.6. Zooming

The steps are as follows:

(1) Go to the **Zoom** section of the **View** tab..

(2) Select the **100%** 

icon, the document will then be displayed in accordance with the ratio of 100%.

(3) Alternatively, select the **Zoom** option, open the **Zoom** dialog box, and enter the proportion you need.

(4) Cick **OK** to complete the process.

8. Develop Tools Tab

8.1. Form Field

8.1.1. Design of the Form Fields

(1) Open Kingsoft Writer, create a form and enter information, shown as follows:

Name		Gender	
Hobby		……	

(2) Place the cursor after the **Name** cell. Go to the **Form**s section of the **Develop Tools** tab and select **Text form field. Y**ou can then insert text in a cell-type form domain.

(3) Select the **Text Form Field** option, this allows you to set and modify the properties of form fields:

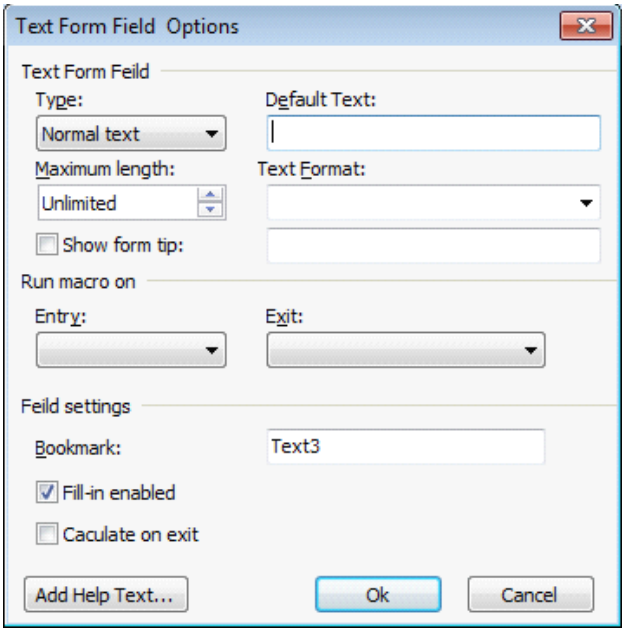


Figure 8.1—1 The Text Form Field Options dialog box

- **Type:** You can choose different types of input:
  - **Normal text**: allows to enter text, numbers, symbols and spaces.
  - **Number**: you can only enter numbers.
  - **Date**: you can only enter a valid date.
  - **Current date**: no input, automatically displays the current date.

- **Current time**: no input, automatically displays the current time.

- **Default text**: the text in the input box will be displayed as the default text.
- **Maximum length**: select an acceptable maximum character length, the default setting is **Unlimited**.
- **Text Format**: the text input box, set the format will be here.
- **Run macro on:** when the cursor is in or out of the text box, Kingsoft Writer will perform macro operations.
- **Add Help Text**: click the **Add Help Text** button, you can set the input state, display the help information.

(4) Place the cursor after the **Gender** cell and select the **Drop-down From Field** option from the **Forms** section**.** Double-click this form field to open the **Drop-down Form Fields** dialog box. Here you can establish the settings you prefer:

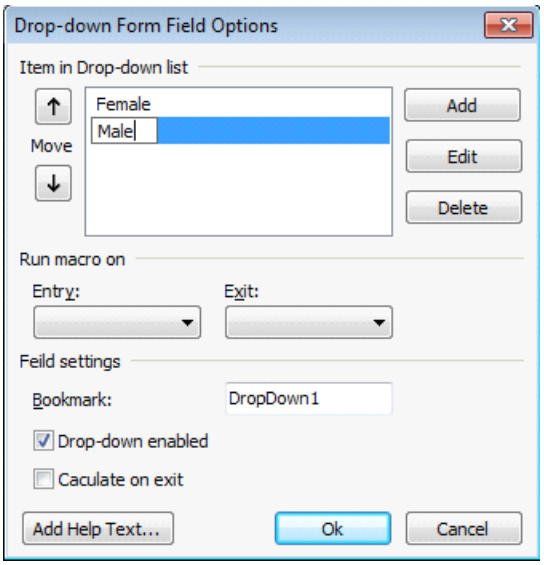


Figure 8.1—2 The Drop-down Form Field Options dialog box

- Select the **Add** button, in the **Item in Drop-down list** box, enter and edit the relevant information.
- **Run macro on**: in the **Run macro on** section, place the cursor in or out of the zone, Kingsoft Writer will perform macro operations.
- **Domain settings**: in the **Domain settings** section, you can set a bookmark name whether make a calculation in this area.

(5) Place the cursor after the "Favourite" secion and select the **Form Field Check**

option from the **Forms** section**.** Double-click this form field to open the **Check form Filled Options** dialog box. You are then free to set your preferred options, as shown below:

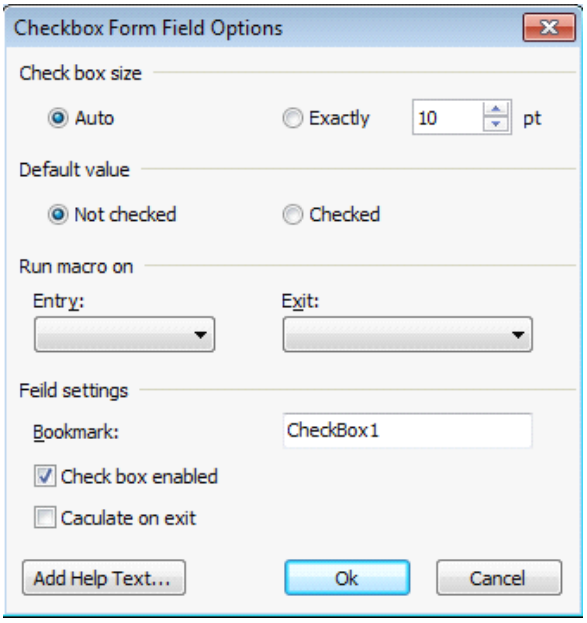


Figure 8.1—3 The Form Field Options checkbox

- **Box size**: you can toggle the size of the set to **Auto** or **fixed.**
- **Default**: you can toggle whether the check box will be selected as part of the default settings.
- **Run macro on**: you can set when the text cursor into or out of the zone, Kingsoft Writer will perform macro operations.
- **Domain settings**: you can set a bookmark name whether make a calculation in this area.

8.1.2. Protect Form

The methods to the protect form are as follows:

- Go to the **Forms** section of the **Develop Tools** tab and select the **Protect Form** option to exit the design mode of the form fields. At this point, you can only fill, select, or modify the form, you can not edit or delete. To return to the edit mode, select the **Protect Form** option again**.**
- Go to the **Protect** section of the **Review** tab, select **Protect Document** and open the **Protect Document** dialog box. Choose the **Form Field** option and enter the

password to complete the protection. In the **Forms** section of the **Develop tools** tab, select **Protect Form** and enter the password to return to the edit mode, shown as follows:

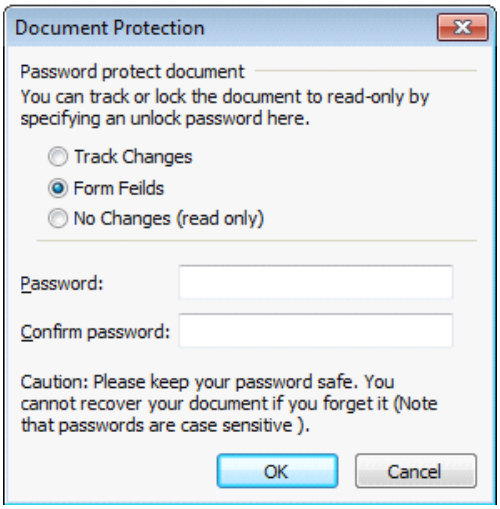

Document Protection
Password protect document
You can track or lock the document to read-only by specifying an unlock password here.
Track Changes
Form Feilds
No Changes (read only)
Password:
Confirm password:
Caution: Please keep your password safe. You cannot recover your document if you forget it (Note that passwords are case sensitive).
OK
Cancel

Figure 8.1—4 Protecting form fields in the Document Protection menu